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A USE PLAN AND FURNISHING RECOMMENDATIONS  
FOR THE  
CRAVEN HALL HISTORICAL SOCIETY

Robin Jane Weidlich

A THESIS

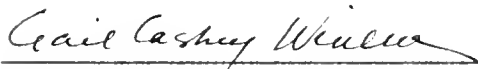
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## Introduction

Craven Hall, an historic house in the village of Johnsville in Warminster Township in Bucks County, Pennsylvania, was slated for demolition in 1977. At this time, a group of concerned citizens called the Citizens for the Preservation of Craven Hall, now known as the Craven Hall Historical Society, was organized by Ella Rhoads in 1977 in an effort to save Craven Hall from demolition. At that time, the neighboring car dealership wished to have the house torn down because he claimed that Craven Hall obstructed the view of his business from passing cars.<sup>1</sup> In the ensuing years, this non-profit organization has accomplished its goal to save the structure. My parents joined this organization in the late 1970's. As a result, my interest in Craven Hall has stemmed from the original movement to save this historic site.

As a small child of about five years old, I attended and participated in the fund-raising events with which my parents were involved. My interest in Craven Hall grew and I gradually became more involved with the Citizens for the Preservation of Craven Hall. By the time I was in high school, I was attending the meetings on a regular basis and was eventually voted onto the Board of Directors. I served in this capacity for three years, helping to make decisions

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<sup>1</sup>Jodi Spiegel, "Goal Nears for Friends of a Farmhouse," Philadelphia Inquirer, Thursday, 16 February 1984.



concerning the use of the property and the way in which money could be raised and best utilized. It was this involvement that fostered my original interest in historic preservation.

My association with Craven Hall was weakened by four years spent away at the University of Miami. However, I returned to the area and rejoined the meetings at Craven Hall when I began the historic preservation program at the University of Pennsylvania. My studies have enlightened me to the many aspects of historic preservation and enabled me to see how my learning can aid the Craven Hall Historical Society in its endeavors to restore the house and operate it as a historic site within the Warminster community.

As a first step, I spent my summer internship of 1995 researching both Craven Hall and the families who once lived there. A chain of title was completed as well as a thorough inventory search which could be used as the basis for a furnishing plan, should that at some time be deemed appropriate. It is now my hope to create a viable use plan and furnishing recommendations for this historic site that will be based upon both the desired use of the property and the objectives of the members of the Craven Hall Historical Society.

In the past nineteen years, much work has been done on the house. First, the members of Craven Hall removed all remnants of the school district's occupation of the 1950's and



1960's. This included the removal of the baseboard heating system, fluorescent lighting, and linoleum floors. Following this work, efforts were focused on immediate threats to the structure, such as the replacement of the leaking roof and the installation of a new heating system and new electrical wiring. The remainder of the work on the house has been more of a restoration effort than that of saving the structure. This work includes rebuilding a missing portion of the box staircase, opening the original cooking fireplace, sanding and polishing of the wood floors, and repainting both the interior and the exterior of the house.<sup>2</sup>

In addition to the physical work completed on the house, the Historical Society has been working towards listing the house on the National Register of Historic Places, becoming a center of community interest and learning, and raising enough money to continue in their endeavors and to pay for the general upkeep and maintenance on the house. Several fund-raising events have been staged in the past years to help pay for this work. For instance, a combination craft festival and flea market has been run three times a year for the past nineteen years with all proceeds going towards restoration and maintenance work. There has also been an annual holiday bazaar that has contributed to this effort. However, in the

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<sup>2</sup>Records and Receipts of the Craven Hall Historical Society. Warminster, Pennsylvania: Craven Hall.





past few years, the Historical Society has not been as successful as it once was and new fund-raising avenues are being explored.

The Historical Society has had success with the Historic Johnsville Holiday House Tours which combined tours of Craven Hall with tours of neighboring historic houses which are privately owned.<sup>3</sup> These tours have had a great deal of success and have fostered a community interest in the property. However, the continuance of this event relies solely upon the willingness of the homeowners in the neighborhood to participate. This has, perhaps, been the most successful fund-raiser in the past few years because not only has it raised desperately needed funds, but it has increased the awareness of the community to the historic houses within its midst.

Craven Hall was built in two distinct stages. While the Craven Hall Historical Society believes that the earliest portion of the house dates to c. 1750 and a second addition to c. 1845, deeds and inventories indicate that the house might be earlier. (See Appendices A & B) In 1681, William Penn sold five hundred acres to William Bingley who, in turn, sold the land to John Swift in 1699. These two deeds are missing, but the information was contained in a third deed of 1707. The

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<sup>3</sup>The Craven Hall Historical Society, "Historic Johnsville Holiday House Tours" (Warminster, Pennsylvania, 1995), 4-7.



five hundred acres were then divided by Swift and one hundred and fifty-one acres were sold to William Stockdale in 1707. Once again, the following deed is missing. However, the necessary information was recorded in the next deed dated 1761 which states, "said messuage, plantation and one hundred and fifty-one acres of land the said deceased James Craven purchased from William Stockdell," in June of 1726.<sup>4</sup> The mention of a messuage and a plantation indicates the presence of a house by 1726. Therefore, the deeds suggest that the earliest portion of the house was built between 1707 and 1726 by William Stockdale and not, as the Craven Hall Historical Society maintains, by the Craven family who owned the property from 1726 to 1798.

The house passed from the Craven family to the Vansant family in 1798 when Giles Craven sold the house and the one hundred and fifty-one acres to his brother-in-law, Harman Vansant. Harman Vansant's inventory reflects that the addition to the house had occurred by his death in 1823, although the Craven Hall Historical Society prefers the date of 1845 found on a fire insurance record.<sup>5</sup> The 1845 fire insurance records state that the house consisted of, "a stone dwelling house 2 stories high 44 feet long by 20 feet wide and

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<sup>4</sup>Deed Book 29, p. 496. Doylestown, Pennsylvania: Bucks County Recorder of Deeds.

<sup>5</sup>Will #5113. Doylestown: Bucks County Register of Wills.



an kitchen 21 by 19 1/2 feet 2 stories high and a frame lean-to 9 1/2 by 11 feet and a piazza."<sup>6</sup> Craven Hall remained in the Vansant family until 1888 when it passed through Samuel Walker's possession and into Isaac Bennett's ownership. While the house seems to have remained in its 1845 state, the amount of land dwindled to seventy-nine acres.

The property then passed through the ownership of Clarence Shallcross and Walter Lojeski before being purchased by the Centennial Joint School Board Authority in 1952. William Tennent High School was built on the land while the house was retained for additional classrooms and offices. Eventually, a new high school was built and the property containing both the old high school and Craven Hall was sold to the Upper Southampton Township Industrial Development Authority. It was around this time that the house was threatened by demolition.

The next owner, Richard G. Paolino, who purchased the land on which the school and Craven Hall stood, provided a clause within the deed which gave, "the Craven Hall group the right to lease the house for \$1 a year as long as it remained viable."<sup>7</sup> Paolino planned to build a retirement community on the land where the high school stood, but went bankrupt before

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<sup>6</sup>Farmers Mutual Fire Insurance Society, Book 4, Policy #227. Doylestown: Spruance Library.

<sup>7</sup>Spiegel, "Goal Nears for Friends of a Farmhouse."



anything was begun. The property was then sold to Schaefer Company Builders, Inc. who did build a retirement community on the adjacent land. However, Schaefer sold the Craven Hall Historical Society the piece of land containing the house.

There is also a small cemetery in which some of the owners of Craven Hall were buried. This piece of property was sold by the Centennial School District to the Citizens for the Preservation of Craven Hall in the 1990's for one dollar. The cemetery has been a part of the property since the end of the eighteenth century and it is mentioned in the wills and deeds of some of the owners.

The cemetery is considered an important part of the Craven Hall property. In the late 1970's, the cemetery was desecrated and many headstones were stolen while others were damaged beyond repair. A plea for the return of the missing stones yielded one in good condition. This was the headstone for Giles Craven, the owner of the property from 1761 to 1798.

The Veterans' Administration has replaced twelve stones for those who fought in the Revolutionary War or the Civil War with white marble headstones stating their names, dates, and regiments. The preservation of the cemetery has become one of the Craven Hall Historical Society's primary objectives.

A meeting with the Craven Hall Historical Society revealed some of their desired uses for the property. It became apparent that there were three main uses which the





organization felt would be appropriate for the house. The first centered around utilizing Craven Hall as a rental facility for such things as weddings, parties, and banquets. The second is the continued use of the house as a meeting place for local organizations, with the proviso that new guidelines concerning this use be established. Lastly, there seemed to be a strong interest in the house being used for educational purposes, with a focus on integrating it with the Centennial School District's educational programs on local and early American history.<sup>8</sup> These uses will be explored further in the body of this paper and an appropriate furnishing plan will be created that will contribute to the established uses of the building.

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<sup>8</sup>The Craven Hall Historical Society, interview by author, Craven Hall, Warminster, Pennsylvania, 4 December 1995.



## CHAPTER I

### Craven Hall as a Rental Property

#### A Rental Facility for Catered Affairs

The Craven Hall Historical Society expressed an interest in using the house as a rental property for such events as weddings and banquets. While this is not always considered to be the best use for an historic house museum, it is one that is practiced by many. Since Craven Hall does not operate as an historic house museum, it should not, therefore, fall under the same constraints. Using the house as a rental property may bring in much needed funds for the historical society, which is the underlying reason that many other historic house museums have joined this trend. David April, the site administrator at Fonthill Museum in Doylestown, Pennsylvania, admitted that in a perfect world, museums would not readily enter into the realm of rental facilities, but the reality of the situation is that many of the historic sites need the money that these rentals can provide.<sup>9</sup>

There are many elements which should be considered before deciding whether or not Craven Hall should be used as a rental property. First is the concern that the income generated from rentals might endanger the society's non-profit standing. Under the federal tax code, non-profit

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<sup>9</sup>David April, site administrator at Fonthill Museum, telephone conversation with author, 2 February 1996.



organizations are classified as 501(c)(3). This exempts non-profit organizations from paying federal taxes. However, the issue of earned income from rentals is a difficult subject. There are differing views as to how this income should be classified. Currently, non-profit historic house museums are not required to pay taxes on rental income. This standing has been challenged recently and non-profit organizations that are involved in rentals should pay close attention in alterations to the tax laws that might affect their organizations.<sup>10</sup>

The second consideration is the possible damage to the collection. Many directors "hold the view that the historic house museum is an improper location for private engagements because of the potential hazards to interiors and collections, and therefore should not be rented out."<sup>11</sup> The Historical Society must weigh the options to determine whether the risk is worth the gain. The historical society should also remember that the house is the main part of the collection and that any damage to the structure would be devastating. In this light, one must consider whether the building will suffer more damage than it would during any other type of activity in which several people were in the house at the same time.

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<sup>10</sup>Roger Moss, Historic Site Management lecture, University of Pennsylvania, 16 January 1996.

<sup>11</sup>Sherry Butcher-Youngmans, Historic House Museums (New York: Oxford University Press, 1993), 21.



One point in favor of pursuing this avenue is that Craven Hall has a minimal amount of collections. These primarily consist of a small amount of furniture, some cooking utensils for the kitchen fireplace, and a collection of books. This lack of furnishings may work to the house's advantage for rentals as little in the way of furniture would be relocated furniture for these events. Moving antique furniture can cause it undue stress, a risk that might not be worth taking. Since many historic houses that are used for parties and banquets are filled with antiques and are furnished to represent a certain period of history, they have a much larger risk involved when renting to outside groups. The Highlands, an historic house in Fort Washington, Pennsylvania, is unfurnished and is, therefore, more suited to being a rental property. Steven Hague, the director of the Highlands, said that the house is very successful as a rental site because there is no great risk to the collections and there is more space for these affairs.<sup>12</sup> Should the Craven Hall Historical Society decide to pursue using the site as a rental property, concerns regarding the present collections would be minimal.

If a decision is made to use the property for rentals, a rental policy and guidelines are essential. In order to

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<sup>12</sup>Steven Hague, director of The Highlands Historical Society, telephone conversation with author, 2 February 1996.





determine what issues are pertinent in the creation of a rental policy, ten historic sites in the Philadelphia area were contacted and their rental policies have been used as guidelines for this chapter. (See Appendix C) According to one authority, "it is prudent to set firm rules and regulations and to enforce them if private groups and individuals are to use the museum....No exceptions should be made, or the policy will weaken and eventually be ignored. The rules must apply to everyone."<sup>13</sup> The rental policy and guidelines should define the rules applicable to all renters.

The policy should also inform the renter of rates, services which might be included, occupancy and room limitations, and the availability of parking.

Among the first items considered are how many people can easily be accommodated and how many rooms of the house will be available. Craven Hall should restrict the rental of the house to the first floor for two main reasons. First, the historic structure report found that "the second floor has a maximum capacity of forty pounds per foot live load."<sup>14</sup> As load levels could not be monitored during a party, the risk should be eliminated by preventing access to the upper levels of the house. The second floor should also be restricted to

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<sup>13</sup>Butcher-Younghans, Historic House Museums, 21.

<sup>14</sup>Historic Structure Report, Craven Hall, Warminster, Bucks County, Pennsylvania, John Dickey Papers, Box 7. Philadelphia: The Athenaeum of Philadelphia.



guests in order to protect the collection of books located there. Some of these books may be quite valuable and should be protected from possible theft by preventing people from entering the second floor unescorted. In order to enforce these rules, it is advised that a member of the historical society be present for the duration of the party to ensure that the regulations are obeyed.

It is also advisable that the first floor be the only floor utilized for parties because it is handicapped accessible. "On July 26, 1991, the Americans with Disabilities Act (ADA), which prohibits discrimination against persons with disabilities and mandates the removal of barriers faced by the disabled, was signed by George Bush."<sup>15</sup> In order to adhere to this law, it would be prudent to confine rentals to the first floor of the property. It may also be necessary to install a ramp for easier access into the house. Another action that might be taken, is altering the bathroom facilities by installing handrails, creating wider doorways to accommodate wheelchairs, and installing sinks at the proper height to make Craven Hall more accessible to the disabled. The ADA guidelines should be consulted to determine what changes are necessary.<sup>16</sup>

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<sup>15</sup>Butcher-Youngmans, Historic House Museums, 217.

<sup>16</sup>The Americans with Disabilities Act regulations can be obtained from the Civil Rights Division of the Department of Justice in Washington, D.C. A copy can be requested by calling (202) 514-0301.



As the second floor will be restricted to guests, the size of the party will have to be limited. Most historic houses face the same problem of limiting the number of guests permitted to attend. These numbers are limited further depending on whether the party will be a cocktail party, a buffet, or a sit down dinner. It will be necessary to determine what the maximum capacity is for all three of these situations, so that the information will be readily available for interested parties. Maximum capacity is based on several factors, such as occupancy loads and fire and emergency exits, that are listed in The BOCA National Building Code.<sup>17</sup> When establishing these guidelines, the Craven Hall Historical Society should contact the Warminster Township Department of Licensing and Inspection for guidance on determining the maximum capacity for the building.

One solution might be renting the grounds. Many historic sites prefer to rent the grounds rather than the house in order to protect the collections and reduce the risk of damage to the house. This separates the rental facilities from the historic house and makes rental a more acceptable use in terms of museum policy. Renting the grounds for parties does not seem ideal for Craven Hall as the area in which a tent could be erected is directly adjacent to a major state

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<sup>17</sup>The BOCA National Building Code/1993 (Country Club Hills, IL: Building Officials & Code Administrators International, Inc., 1993), 103-104.



highway, a factor which might be camouflaged with landscaping and fencing. However, if the grounds were rented, the availability of parking would be greatly diminished.

One of the biggest concerns shared by historic houses is food and catering. Many historic houses, such as the Ebenezer Maxwell Mansion, the DuPortail House, and The Woodlands, provide the renter with a list of caterers approved by the historical society. Other museums, such as Fonthill Museum in Doylestown, specify the caterer the renter must use. In all cases, it is expressly stated that the caterer must be approved by the director and that the caterer must carry liability insurance. Caterers, "like any other contractor, should be required to provide proof of insurance and provide you with a hold-harmless clause. They should be able to prove that they have products liability and liquor law liability as well as workers' compensation."<sup>18</sup> Of the ten rental policies appended here, the majority require either the renter or the caterer to carry liability insurance for the event in the amount of one million dollars. Furthermore, most require that the insurance policy must additionally insure the historic site or its governing body for the duration of the event.

Many of the historic sites surveyed for this paper contain catering kitchens. Craven Hall's kitchen, which

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<sup>18</sup>Gallery Association of New York State, Insurance and Risk Management for Museums and Historical Societies (Hamilton, NY: n.p., 1985), 46.





contains a refrigerator, a stove, an oven, a microwave, a sink, and counter space, is adequate for a small affair. It is also advantageously placed on the first floor, directly adjacent to the spaces recommended for events. This reduces spillage from carrying food throughout the house or up and down the stairs. Furthermore, the food will not get cold while being carried to the neighboring rooms, a problem which is often encountered at sites where the food has to be transported from one floor to the next.

The caterers should be responsible for serving alcoholic beverages during the party. Various sites have special regulations regarding the use of alcohol. For instance, it may be a good idea to require that alcohol stop being served at a set time before the end of the party. Bolingbroke states in their rules that, "Bars will close fifteen minutes prior to the end of the event. This must be done quietly without announcement."<sup>19</sup> The Ebenezer Maxwell Mansion requires food and non-alcoholic beverages be served along with alcoholic beverages. Some historic houses also have regulations regarding the use of kegs at events held on their property. For instance, Bolingbroke and The Woodlands permit keg beer only outside of the house while the Pearl S. Buck Foundation does not allow kegs at all. There does not seem to be any standard stipulation regarding the use of alcoholic beverages

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<sup>19</sup>Rules and Conditions for Bolingbroke. Radnor: St. Martin's Church.



at these affairs, and Craven Hall should refer to the included rental policies to devise their own strategy.

It is also necessary to establish guidelines regarding the use of furniture, decorations, flowers, candles, and music. For example, it should be made clear that no piece of furniture from the collection may be used by the lessee in any manner. Maxwell Mansion states in its rental guidelines, "unauthorized handling, use, or abuse of period furnishings by the renter, its agents, or guests may result in the closing of the site: expulsion of the renter, its agents, and guests: and the forfeiture of remaining use fees by the renter."<sup>20</sup> This should include prohibiting placement of flowers, candles, and/or food upon these surfaces. It should also be clearly stated that the furniture may not be moved by the lessee. However, these rules would not apply to the rectangular folding tables and plastic/metal chairs which Craven Hall would make available at the request of the renter.

The rental guidelines should also prohibit the attachment of any decorations to the walls or any other portion of the historic house to prevent damaging the historic fabric and finishes. For this same reason, it is important to prohibit the placement of candles or flowers on any surface other than furniture approved by the historic site. Fonthill

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<sup>20</sup>Catered Events Guidelines for Rental of the Mansion.  
Philadelphia: The Ebenezer Maxwell Mansion.



Museum states in its regulations that, "decorations and flowers are allowed on event furniture only. No decorations or flowers are allowed on collection items and may not be placed on or attached to mantels, walls, columns, doors, windows, and floors."<sup>21</sup> Certain sites, such as Maxwell Mansion, Fonthill Museum, the Powell House, and the Hill Physick Keith House, prohibit candles unless they are votive candles or are covered with glass globes. Craven Hall may also want to make provisions concerning the lighting of the fireplaces in the house. There are three wood burning fireplaces on the first floor of the house. A renter might assume that he/she will have the right to use these fireplaces during their event. Therefore, it is necessary to state that, as a fire precaution, these fireplaces may not be used by the renter. The Woodlands state that, "no fires are permitted in the fire places. Smoking is permitted only out-of-doors. No ashtrays are to be placed on the premises."<sup>22</sup> While these guidelines may seem finicky, it is important to include each regulation in the rental policy in order to protect the historic fabric of the house from inadvertent damage.

Craven Hall will also want to devise its own policy regarding music and dancing within the house. Most of the

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<sup>21</sup>Fonthill Museum Facility Use Agreement. Doylestown: The Bucks County Historical Society, Fonthill Museum.

<sup>22</sup>Rental Rules and Conditions for The Woodlands. Philadelphia: The Woodlands Cemetary Company.



historic houses surveyed have severe restrictions regarding the playing of music and dancing. The most uniform restriction is the prohibition of disc jockeys and dancing at the historic site. For instance, Fonthill Museum has ruled that, "due to vibrations, no DJs, bands, or dancing are allowed."<sup>23</sup> Other sites simply state that the music must be approved prior to the event and dancing confined to designated areas. The Highlands has decreed that "the playing of music, whether live or recorded, and other sound reproduction must be approved in advance by The Highlands Historical Society...dancing is permitted only in areas designated by The Highlands Historical Society."<sup>24</sup> In some cases, electronic instruments and amplifiers are prohibited for use either inside or outside of the historic house, depending on the individual site. Other restrictions include such things as the music must end by a specified time and noise levels must be kept to a minimum.

Each specification depended on the individual site and the Craven Hall Historical Society should establish guidelines that will best suit its site. For instance, the Craven Hall Historical Society should decide whether or not the rooms are too small to provide adequate room for musicians and/or

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<sup>23</sup>Fonthill Museum Facility Use Agreement.

<sup>24</sup>The Highlands Rules and Regulations. Fort Washington: The Highlands Historical Society.





dancing. Would it be more appropriate to limit the music to background music? If music will be permitted, will Craven Hall provide the musicians with extension cords or extra lighting? All of these questions must be addressed in order to formulate a plan regarding music and dancing at the site.

The historic sites surveyed also required the caterer clean up immediately following the event; in some cases, specific guidelines were outlined in the rental policy. For example, the Highlands and the Ebenezer Maxwell Mansion both included these specifications with their policies. The caterers are responsible for collecting all trash from the party and depositing it in appropriate containers. The Ebenezer Maxwell Mansion stated that, "caterers must remove all trash, debris, empty containers, and unused ice from the premises in solid plastic or metal garbage cans to be provided by the caterer."<sup>25</sup> They are also required to clean the kitchen and leave it in the same condition as found. Both sites conduct a final inspection with the caterer to insure the property has been cleaned to the director's satisfaction before the caterer may leave the premises. The Highlands require that the caterers, "notify our caretakers when you are finished. They will do a walk through and ask you to sign a check out form."<sup>26</sup> If the clean up is not sufficient, the

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<sup>25</sup>Catered Events Guidelines for Rental of the Mansion.

<sup>26</sup>The Highlands Rules and Regulations.



caterer will be required to either pay for the site to be cleaned or the user's deposit will be forfeited. These rules regarding the cleaning of the site insure that the site is kept in order for the next event and for regular use by the historical society.

The Craven Hall Historical Society must also establish standard rental fees for the site. The fee can be a flat fee, an hourly rate, or priced per person. Most Philadelphia area historic house museums that rent their facilities charge a flat fee for the use of the property based upon a set number of hours. In general, the properties are made available to the guests for an average of four hours, allowing approximately two hours prior to the event for preparation and one to two hours afterwards for clean up. The cost also escalates if the renter wishes to rent the property for a longer period of time. In such cases, it is standard to charge an hourly rate for any time exceeding that which is normally allotted for a rental. The Woodlands define their rental time as a "maximum of 4 hour periods plus one hour for catering set-up and one hour for clean-up; total 6 hours....There is an additional charge of \$200 for each 1/2 hour beyond this time."<sup>27</sup> Rental fees for historic properties in the Philadelphia area range from about \$500 to \$1200. The more expensive rental fees are charged by those properties

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<sup>27</sup>Rental Rules and Conditions for The Woodlands.



that permit the use of the house, a fact which is directly related to the inherent risk of damage to the structure and the collections. All of the rental properties which were studied require a non-refundable deposit paid at the time the agreement is signed. The remainder of the rental fee is usually paid one to two weeks prior to the event.

#### Suggestions for a Rental Policy for Craven Hall

If Craven Hall decides to pursue the rental of the site, it is advised that a committee be formed to draft the rental policy and guidelines. It is recommended that the Historical Society refer to the included rental policies and guidelines when establishing these for Craven Hall. This draft, in turn, will then have to be approved by the board of directors. It should be noted that the rental of Craven Hall for parties will require the presence of a board member at each event to open and close the property and to insure that the rules and regulations are followed. As there is not a permanent staff member, a system will also have to be devised that will enable one member of either the board of directors or the so-called rental committee to be available for the certain times when the house will be rented out. Each person will have to be trained to handle these events. It should also be noted that this person will be required to be present for the duration of the event which will include the delivery



of goods, the set-up prior to the celebration, the actual party, and the clean up.

Once the rental policy is created, it should be kept current and every potential renter should be subject to the same set of rules. If it is realized that there is a deficiency in the rental policy, changes should be made immediately. While this may seem like an extraordinary amount of work, it will be worthwhile if it can generate a substantial income which could be used to complete more work on the house. At the moment, the Craven Hall Historical Society exists on a hand-to-mouth monetary system which could be greatly subsidized by the income gained from rentals.

#### Rental to Community Groups as a Meeting Place

Craven Hall is also interested in renting the property to community groups for use as a meeting place. The Historical Society has been engaged in this type of activity for several years, but has recently come to the decision to expand the number of groups that meet there and to redefine the agreements which they currently have established with these groups. Aside from the Craven Hall Historical Society, there are three groups that currently meet in the house on a regular basis: the Warminster Kiwanis, the Theosophical Society, and the Pennsylvania Sixty-ninth, a Civil War





reenactment group. Currently, these organizations have individual agreements with the Craven Hall Historical Society concerning the use of the property for their meetings. For instance, the Kiwanis donate money to the Historical Society in return for use of the house and property. The Kiwanis group meets at the house on a weekly basis and, in the summer months, runs a weekly flea market on the grounds. In the past, their donation to the historical society has been about \$2500 per annum.<sup>28</sup>

The Theosophical Society also meets at Craven Hall on a weekly basis. However, their donation is much smaller than that of the Kiwanis, amounting to about \$60 per month. The reason that this amount is much smaller than that of the Kiwanis is that, in the past, the rental price has been based upon a donation rather than a so-called rental fee.

The Civil War reenactment group has a different agreement all together. In return for the use of the property on a weekly basis, they volunteer their time to help on repairs and maintenance of the property. For instance, they have agreed to repair the exterior shutters of the house and have helped to repaint the interiors.<sup>29</sup>

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<sup>28</sup>The Craven Hall Historical Society, interview by author, Craven Hall, Warminster, Pennsylvania, 24 February 1996.

<sup>29</sup>The Craven Hall Historical Society, interview by author, 24 February 1996.



The Craven Hall Historical Society has determined that there are inherent problems with each agreement and wishes to develop a new set of agreements that would eliminate some of these difficulties. The first step should be to recognize what these problems are before a new agreement is established.

The most noticeable problem with the Kiwanis is the flea market which they operate in the summer. First, there is a problem with the vendors who tend to leave items and trash on the property. It is also believed that the flea market sponsored by the Kiwanis has created a poor and undesirable image for the Craven Hall Historical Society. Third, the Kiwanis also stores materials in the garage and basement, a space which the Craven Hall Historical Society would like to see emptied for its own use.

There are also problems with the Theosophical Society. It is believed that the rent they pay is not equal to the amount of time they utilize the space. They use the property once a week, during which time they have full use of the facility. It has been requested repeatedly that they use the minimum amount of lights that they need while they are in the house in order to keep down the cost of operations. The Theosophical Society also leaves many of its belongings at the property and has begun to use more than its agreed amount of space for storage, which the Craven Hall Historical Society finds disagreeable.



There is also some discontent with the arrangement with the Pennsylvania Sixty-ninth. While the Historical Society is glad to have volunteers to work on projects within the house, the current arrangement has no stipulation concerning how much time the group should have to complete the project. For instance, the shutters have been taken off the building and work has been started on their repair. However, this work began over one year ago and the Historical Society expected it to be completed by now. In the future, time specifications will have to be established to prevent similar situations.<sup>30</sup>

Thus, the Craven Hall Historical Society needs to reevaluate its agreements with these organizations. Unfortunately, there is little information regarding the use of an historic house as a community meeting place. There are, however, two historical Philadelphia properties that rent rooms to community organizations for meeting space. These two houses are the Hill Physick Keith House in Philadelphia and The Highlands in Fort Washington. Steven Hague, director of The Highlands, indicated that they allow some organizations to meet in the house. When questioned about the agreements with these organizations, he responded that each organization has its own policy with The Highlands. These arrangements are

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<sup>30</sup>These difficulties have been revealed in several meetings over the past few years. A specific date cannot be given to the times when these matters were discussed and much of the information has been taken from the author's own experience with the Craven Hall Historical Society.



based upon the number of rooms being used by the organization and the length of time they use the property.<sup>31</sup>

The Hill Physick Keith House in Philadelphia rents to the Society of the Cincinnati, which has the exclusive use of one room in return for a set fee. According to Michael Lane, Director of the Philadelphia Society for the Preservation of Landmarks, the main problem with this rental is the exclusivity of the arrangement. Currently, the Society of the Cincinnati pays \$2500 per year, an amount that has not changed in thirty years. In return, they can use the room at any time and no one else may utilize the room for any purpose. The Landmarks Society says that many problems stem from the exclusivity of the arrangement. The room has become a lost space to Landmarks, the agreed upon price has become outdated for a center city property, and the potential for using the house as a rental property for weddings and the like has been diminished by the loss of the room.<sup>32</sup>

#### Recommendations for the Use of Craven Hall as a Meeting Place

The Craven Hall Historical Society should consider these examples when restructuring its agreements with the organizations that currently use the property as well as new

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<sup>31</sup>Hague, telephone conversation.

<sup>32</sup>Michael Lane, Historic Site Management lecture, Hill Physick Keith House, 6 February 1996.





organizations. The information gleaned from The Highlands indicates that it is not necessary to have the same arrangement with each organization that meets on the property.

The situation with the Landmarks should be taken to heart and the Craven Hall Historical Society should not enter into any exclusive arrangements.

The next step should be to determine what rules and regulations must be followed by all organizations who meet at the property. These rules should be issued to the organizations in conjunction with new rental agreements. These should be written in a clear and concise manner so that they can be easily understood by all members of the interested organizations. The Craven Hall Historical Society might consider the following suggestions as guidelines with which these organizations should be required to comply:

1. Smoking is not allowed inside the house as it is a fire hazard.
2. Craven Hall and the garage building should not be used as a storage place for other organizations' belongings, unless it has been approved by the Craven Hall Historical Society. If these belongings are left on the premises, there will be thirty days notice in which they may be removed. After thirty days, Craven Hall reserves the right to dispose of these materials.
3. Craven Hall must be left in the same condition in which it was found. All organizations are required to clean up following their meetings. This includes stacking the chairs, replacing the tables, and cleaning the kitchen and the restrooms.
4. The Craven Hall Historical Society requests that other organizations only turn on the lights in parts



of the building which are being used. This will help keep down the costs for general operations.

5. The thermostat must be returned to its standard setting following meetings in order to keep down the cost of the heating bills.
6. A designated and approved individual from each organization will be responsible for opening the house at the meeting time. This person will be responsible for opening the house, disarming the alarm, and resetting the alarm and locking the house at the end of each meeting. This person must sign his\her name in a register book when the alarm is turned off and again when the alarm is set for the evening. This will allow the Craven Hall Historical Society to monitor what organization is responsible for activity on specific occasions and to determine who is accountable in the case that something untoward occurs.
7. The tenant organization will be held accountable for any damage which may occur to the structure or the collections during their respective meeting times. The tenant's security deposit will be forfeited if any such damage occurs.
8. The Craven Hall Historical Society has the right to use the house at any time. Other organizations will be given notice fourteen days in advance should the Historical Society's activities conflict with the regularly scheduled meetings of these other groups.

By stating these rules in a clear manner, all of the organizations shall be required to adhere to them.

The Craven Hall Historical Society must also consider what arrangements will be made between these organizations. For instance, a rental fee for the use of the building should be based upon how many times per month an organization will meet at Craven Hall, how many hours it will use the property for a meeting, and how many rooms of the house it will utilize. In



order to determine how much should be charged, Craven Hall should analyze its budget and determine how much it costs to open the house for a meeting that lasts approximately two hours. The Historical Society should also examine overall costs for maintenance and operations. According to Erik Fleischer, the president of the Craven Hall Historical Society, the yearly costs for general maintenance and operations at Craven Hall are approximately \$8000.<sup>33</sup> The Society might determine what percentage of the annual operating costs will be covered by rentals to community groups. Whatever the final decision is regarding the cost of the rental to the organizations, the Historical Society should insure that the rental fee is fair recompense for operation costs.

In the situations where volunteer services are given in return for the use of the property, it should be insured that the services rendered are equal to the amount paid by other organizations. It should also be noted that the Craven Hall Historical Society expects this work to be completed in a timely fashion. For instance, the Pennsylvania Sixty-ninth, the reenactment group which meets at the house, should have a set time limit in which to complete the repair work on the exterior shutters of the house, a job begun well over a year

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<sup>33</sup>The Craven Hall Historical Society, interview, 24 February 1996.



ago. These claims of volunteer services become invalid if they are not actually performed and the organization is, in effect, using the property free of charge, which is unfair to the paying tenants.

In order to insure that these "payments," whether monetary or service related, do not become outdated, it is suggested that these agreements be reevaluated on a yearly basis. If it is necessary to raise the rent, so to speak, this can be done when the contracts are renewed. This yearly evaluation should take place at the same time for each organization, so as to keep matters simpler for the Craven Hall Historical Society. At this time, the Craven Hall Historical Society should also evaluate whether these organizations have upheld the agreement. If they have not, measures may have to be taken to terminate the relationship.

These same rules should apply to new community organizations that choose to meet at Craven Hall. Since the Historical Society wishes to become more integrated with the community, it has sought new organizations that might wish to meet at the property. There have been four groups which have shown interest in meeting at the property: the Warminster Chamber of Commerce, the Warminster Township Historical Preservation Board, a local Questers group, and Homespun Traditions which is a craftsman organization.<sup>34</sup> The Craven

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<sup>34</sup>Ibid.





Hall Historical Society hopes that the increased use of the property by these organizations will foster a closer relationship between the Historical Society and the community.

These rules and regulations should help define the terms of agreement to which the community organizations have agreed to adhere. Furthermore, by establishing these policies, the Craven Hall Historical Society is safeguarding the continued use of the house by several groups. If these policies are followed by the organizations and are enforced by the Craven Hall Historical Society, it will be possible to create a symbiotic relationship between all entities.



## CHAPTER II

### Educational Programs at Craven Hall

The Craven Hall Historical Society has expressed an interest in providing educational programs to the community. While this aim is mentioned in the by-laws, it has as yet not been actively pursued.<sup>35</sup> However, the Historical Society is currently showing a marked interest in once again pursuing this use of the building. Various members of the Historical Society had a variety of ideas, all which are related to the theme of education. The most popular educational use is to develop a program at Craven Hall to teach elementary school children about early American life. There is also some interest in holding lectures on the site that relate to local history and culture. Lastly, the Craven Hall Historical Society is interested in making its small library of early American history books available to the public.<sup>36</sup>

Perhaps the best approach to developing educational programs with the school system is to start small. If the program is deemed successful, it can be expanded. It is

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<sup>35</sup>By-laws of the Citizens for the Preservation of Craven Hall, 1 November 1978, Amended 26 February 1981. Warminster, PA: Craven Hall.

<sup>36</sup>The Craven Hall Historical Society, interview, 4 December 1995.



suggested that the Craven Hall Historical Society work in conjunction with the schools to develop a program that contains age-appropriate materials integrated with the current curriculum.

There is a relatively new trend in education--commonly known as heritage education--which incorporates visits to historic sites with the social studies curriculum.

When talking or writing about heritage we commonly refer to an inheritance, to our cultural legacy from preceding generations. Heritage education, therefore, typically refers to transmission of this culture to youngsters of each generation.<sup>37</sup>

It is generally believed that incorporating visits to historic sites enhances and strengthens the educational programs.

By visiting the historic sites, the students are encouraged to visualize the history they are being taught. These experiences can enrich the history programs which are taught throughout the schools. "Students become actively involved in what they are learning--moving around in an environment where they can explore, investigate, and discover.

They can look at and touch the concrete realities associated with history."<sup>38</sup> By providing the students with a tangible

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<sup>37</sup>John J. Patrick, "Heritage Education in the School Curriculum," Historic Preservation Forum 6, no. 1 (1992): 10.

<sup>38</sup>Kathleen Hunter, "Heritage Education: A Community-School Partnership," Information, information series no. 73 (1993): 1.



link to their studies, they will be more enthusiastic about the history of their communities.

"Historic places represent one of the most vital and untapped avenues into our past."<sup>39</sup> It should be noted that these historic sites can teach students of all ages about a variety of subjects. While the most apparent subject to be taught using historic sites is history, there are many avenues which can be explored in association with an historic place.

"The heritage education approach involves many fields of study: history, geography, economics, archaeology, anthropology, sociology, science and technology, the arts, literature and theater, and more."<sup>40</sup> Programs can be developed which will include more than one of these topics. They are often interrelated and, when taught in conjunction with one another, can provide the student with a better, in-depth understanding of the subject matter.

Unfortunately, heritage education programs are not widely distributed throughout the country. Many educators do not even know of their existence. Therefore, it is often the responsibility of the historic site to contact the teachers and appropriate members of the scholastic community to develop

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<sup>39</sup>Diane Ravitch, "The Wide Net of Heritage Education," Historic Preservation Forum 6, no. 1 (1992): 4.

<sup>40</sup>Hunter, "Heritage Education: A Community-School Partnership," 1.





a program. It is also important to foster these relationships once they are established. Drayton Hall in Charleston, South Carolina, has developed a heritage education program that has been adopted by the local schools. Drayton Hall claims, "Our success in working with teachers and the curriculum coordinator comes from an ongoing effort to meet with them and ask where we may be of assistance."<sup>41</sup>

The Craven Hall Historical Society should make every attempt to create these same types of relationships. When Dr. Pat Johnston, the Centennial School District Supervisor of Curriculum and Instruction, was contacted and asked whether the school district would be interested in implementing an educational program at Craven Hall with the social studies curriculum, she seemed very enthusiastic and anxious to work with Craven Hall to establish such a program. Dr. Johnston indicated that the Centennial School District will be implementing a new social studies curriculum in the 1996-1997 school year. This new course of study will teach the third grade about local history and the fourth grade will learn about Pennsylvania history. Dr. Johnston felt that it would

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<sup>41</sup>Meggett B. Lavin, "Four Case Studies," Historic Preservation Forum 6, no. 1 (1992): 24.



be possible to incorporate site visits to Craven Hall with the new curriculum.<sup>42</sup>

The third grade social studies curriculum will focus on four main concepts: culture, history, citizenship, and communication.<sup>43</sup> Further discussion with Dr. Johnston revealed that she believes that the Craven Hall Historical Society can provide the children with a wonderful learning opportunity, however, she cautioned that the school district can only suggest the program, not make it mandatory. She suggested that the Historical Society develop a program that will last approximately one-half hour. Once the program is developed, the Historical Society should submit a summary of the program to her. Dr. Johnston will then make the program available to the third grade teachers, who will then have the option of participating.<sup>44</sup>

Therefore, the Craven Hall Historical Society's Educational Committee, which was organized in February of 1996, should set about creating an educational program that can be integrated with the elementary school history

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<sup>42</sup>Dr. Pat Johnston, telephone interview by author, 1 March 1996.

<sup>43</sup>Social Studies Curriculum (Warminster, PA: Centennial School District, 1996), 28-29.

<sup>44</sup>Dr. Pat Johnston, interview, Warminster, Pennsylvania, 7 March 1996.



curriculum. It would be best to create a program that would be appropriate for the third grade level and would be tied to their lessons on local history. "Together with teachers heritage educators can determine the influence on history, the implications for the curriculum, and the method for presenting the resource."<sup>45</sup> It would be best to work with both the teachers and the curriculum. This will enable the teachers to incorporate the site visit into their classroom lectures. Furthermore, it will make the visit a more effective teaching tool.

When developing this educational program, the committee should consider the basic principles of heritage education. "Heritage-education activities must be based on sound research and scholarship in the many disciplines involved in preservation, site interpretation, and educational curricula development."<sup>46</sup> The information which is analyzed should be presented in a clear and concise manner. The subject should be evaluated from all angles, considering such things as individual achievements and differing social traditions that may be reflected in the interpretation of the historic site.

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<sup>45</sup>Diane L. Brooks, "The Role of Heritage Educators in History-Centered Curricula," Historic Preservation Forum 6, no. 1 (1992): 9.

<sup>46</sup>Kathleen Hunter, "A Commitment to Education," Historic Preservation Forum 6, no.1 (1992): 19.



The information that is gathered should be presented in its context, considering its place in local, state, and national history. The heritage education programs should also be a learning experience for all who are involved. It should act as an interchange of information between the teachers and those who are intimately familiar with the history of the particular site.<sup>47</sup>

By developing a heritage education program for our school systems, a powerful means of teaching history can be created. However, the educational committee should be aware of the obstacles in creating a heritage education program. "The five dangerous obstacles in our way are: 1) the pitfall of elitism, 2) the pitfall of extreme pluralism, 3) the pitfall of localism, 4) the pitfall of romanticism, and 5) the pitfall of anti-intellectualism."<sup>48</sup> Elitism refers to the tendency to focus educational programs around prominent members of past societies while ignoring the masses who have shaped our diverse culture. Extreme pluralism is the opposite of elitism. It is the emphasis on the diverse cultures which have shaped our nation with no mention of the central core of American culture. The pitfall of localism refers to the

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<sup>47</sup>Ibid., 18-19.

<sup>48</sup>Patrick, "Heritage Education in the School Curriculum," 11.





inclination of educators to stress the importance of the site and local history while ignoring its larger context.

Romanticism in heritage education refers to an indiscriminate and uncritical education about our history and culture that overlooks the blemishes, the ugly or unhappy elements in our past, and dwells instead only on the glories of the past, some of them fabricated.<sup>49</sup>

The final pitfall is anti-intellectualism which is a reliance on hands-on learning with little or no emphasis on the history which is printed in the textbook. If the programs are designed in such a way that these pitfalls are avoided, they can provide students with a new way to learn about their history and culture.

Before the educational committee of the Craven Hall Historical Society begins to draft a program which can be taught to the third grades in the school system, they should investigate other successful programs created by historic houses that can be used as inspiration and reference. For example, Cliveden, an historic house museum in Philadelphia, has created educational programs for elementary school children that have been deemed very successful.

However, the Craven Hall Historical Society may wish to contact other historic sites that have educational programs within houses that have no collections. These examples might

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<sup>49</sup>Ibid., 13.



be more useful in determining what types of programs would be successful at Craven Hall. For example, Drayton Hall, a National Trust property in South Carolina, has developed four very successful educational programs that are available to the schools. These four programs include a house tour, an archaeology program, a preservation workshop, and plantation game day. They also provide the teachers with an information packet prior to the visit so that the class will be prepared for the specific program.<sup>50</sup> While Drayton Hall's programs are successful, the Historical Society might wish to investigate historic sites that do not contain extensive collections and are in this area, such as The Highlands and The Woodlands.

The National Trust may also be helpful in providing the Historical Society with examples of successful educational programs throughout the country.

In 1988 the National Trust for Historic Preservation began a three year intensive study and planning process to determine an appropriate and effective program for heritage education that would serve the needs of its constituents<sup>51</sup> and build bridges to the education community.

The National Trust offices, both national and regional, can provide interested parties with information regarding the heritage education programs. They have also developed

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<sup>50</sup>Lavin, "Four Case Studies," 21-23.

<sup>51</sup>Hunter, "A Commitment to Education," 15.



guidelines for the development of these programs. The Craven Hall Historical Society should request a copy of this curriculum from the Philadelphia regional office of the National Trust.<sup>52</sup>

The educational committee of the Craven Hall Historical Society should evaluate these guidelines and the curriculum for the third grade local history program in order to establish a good sense of what programs at the site will be beneficial to the education of the children. Perhaps the Historical Society can prepare a program which will center around the importance of the hearth in early American history.

An educational program like this can incorporate many aspects of our predecessors' lives. It should not be a program that will only explain colonial cooking, but should also explore the reliance on the hearth for heat and light. This can then lead to an explanation of how the family spent time around the hearth, the different views on privacy, and the organization of living arrangements, all aspects of our culture that were influence by the reliance on the hearth for food, heat, and light. If this is determined to be an appropriate topic for an educational program, the Historical Society should contact the Moses Myers House in Norfolk, Virginia for information

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<sup>52</sup>These guidelines are printed in Teaching with Historic Places by Charles S. White and Kathleen Hunter. This can be ordered from the National Trust office in Washington, D.C.



regarding their heritage education program entitled "Home and Hearth."<sup>53</sup>

Regardless of the program offered to elementary school children, it is important to give them a basic history of the house. They should be informed that the house was built in two distinct stages and these distinctions should be made clear in both a verbal and visual manner. This will enable the children to understand that the original structure was a simple two room building, which was typical for the mid eighteenth century rural farmhouse. It is also important to show the house in the context in which it was built. Therefore, it is important to stress the fact that this was a working farm from the early eighteenth century through the middle of the twentieth century. It should also be mentioned that the house was situated at the heart of the village of Johnsville. All of these facts are important to the history of the house and to the history of the community.

Once the program is developed and incorporated into the curriculum, it is important to evaluate it on a regular basis, especially in its early stages. The teachers and curriculum advisors who are consulted on the creation of the program should be consulted after the program is implemented to

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<sup>53</sup>The Chrysler Museum Historic Houses can be contacted by calling (804) 664-6283 and speaking to Andrea Burzyk, the educational specialist for CMHH.





determine whether the program is effective. In addition, the teachers and students who take part in the new heritage program should also be consulted. These opinions should then be reviewed by the education committee. If it is deemed necessary, improvements to the program should be made. At Drayton Hall, "revisions are based upon a consensus assessment, and the program is tried and reviewed a number of times over a six-month period. Materials and programs remain under constant informal evaluation by staff and teachers."<sup>54</sup> This constant review will insure that the program continues to be an effective teaching tool for the local history program. Once this program is firmly established, the Historical Society can decide whether they wish to create another program for a different grade and course of study. They may also wish to offer the successful program to other schools outside of the Centennial School District.

The educational committee will also want to remember that there is a desire to use the property for lectures and to make the library available for public use. Lecture topics can be developed with certain audiences in mind. For instance, the retirement community adjacent to the property may be interested in a simple lecture detailing the history of Craven Hall and its evolution over time. Some of the older residents

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<sup>54</sup>Lavin, "Four Case Studies," 23.



may even remember when the house part of a working farm. A lecture such as this may unearth information which could be vital to the history of the house, while at the same time evoke poignant memories for the visitors. If it is revealed that local residents have memories of Warminster Township in its earlier days, the Historical Society may wish to collect oral histories from these people. The local history programs and high school students may wish to be a part of this activity and it could serve to strengthen the bond between the Historical Society and the Centennial School District. The Craven Hall Historical Society may also wish to bring guest lecturers to the site, so that the development of a lecture series does not fall to a small group of members who may not be knowledgeable on certain topics.

The development of the small library is also an interest of the Historical Society. Currently, there is a small collection of books which are mostly focused on American history. Some of these books could be quite valuable primary sources for researchers. For instance, the collection includes a copy of Watson's Annals and an 1887 edition of the History of Bucks County, Pennsylvania. The library has the ability to attract a small number of researchers if it is advertised properly. Perhaps a brochure outlining the general theme of the collection could be created and distributed to



the local libraries and historical sites. The historic preservation program at Bucks County Community College might also be interested in the existence of this small research library. The brochure could also state that the library is open by appointment only, a fact which would enable the Historical Society to arrange its hours based on a volunteer staff. It would also be beneficial to list it in the phone book in the blue pages with the other local libraries, a place where the general public might easily notice its existence. This would be a simple way to introduce the historical research community to the property while furthering the society's goals of fostering education.

These three main ideas can be developed to bring Craven Hall into an important place in the education of the community. The lectures and library will act as a supplemental means of education with a focus on the elementary school programs. While the heritage education program will take a considerable amount of work for a volunteer staff, it will be the most effective in reaching a large group of people. If the program is successful, it has the potential to further the education of our youth while at the same time bringing the preservation community to the forefront in Warminster Township.



### CHAPTER III Furnishing Recommendations

When considering how to furnish an historic house, one must consider how it will be used. The Craven Hall Historical Society must mesh its proposed uses with its ideas on collections. These two goals may not always be the same and a compromise will have to be reached so that the house can be used to its fullest potential.

Once an historic structure has been rescued from demolition and the structure itself has been restored, the next phase is replete with difficulties. Frequently, the historic house next begins to collect objects without having a clear goal. Before the governing board knows what has happened, the structure has become an historic house museum despite the fact that this may not have been the original intent. To date, the Craven Hall Historical Society has accessioned few pieces of furniture. Before any more pieces are purchased or donations are accepted, the Historical Society must fully consider if this collection will enhance the use of the house. This careful consideration may save the historic house from being inadvertently transformed into an historic house museum.

The Craven Hall Historical Society has expressed an interest in seeing the house used by the community as a meeting place, to promote the local history through educational efforts, and to utilize the house as a rental





space for catered affairs. The Historical Society must now determine what furnishings will be appropriate for those uses.

If the house is to be used as a rental facility by community groups searching for a meeting hall and by individuals seeking the ambiance of an historic house as the setting for a private party, there should be a minimal amount of furnishings in the house. If the house is heavily furnished, the structure will not be able to accommodate these proposed rental uses. A meeting place will not require any historic furnishings and the presence of the collection may impede the use of the facility. Clients renting the property for catered affairs need a maximum amount of space, particularly if the event is confined to the first floor of the structure. Given these particular situations, the Historical Society might consider whether it should acquire a few key items that would enhance the ambiance of the house without occupying too much space.

The Historical Society will also want to address the issue of whether it is necessary to have a collection in order to utilize the house for educational programs. There is a very successful educational program at Drayton Hall in South Carolina, in which the National Trust for Historic Preservation has managed to create effective programs in a structure that is void of all collections. This success suggests it is not necessary to furnish a house to teach a community about its history and culture.



This report suggests the Historical Society focus its attention on elements other than furnishings which will create an historical backdrop for programming while not interfering in the amount of space available. For instance, the Craven Hall Historical Society may wish to invest in historically accurate wall treatments, floor coverings, window treatments and lighting. By using these elements appropriately, an historic backdrop can be created that will enable the Historical Society to utilize the house as it has proposed.

This report does not suggest that the Craven Hall Historical Society deaccession its current collections; however, it does recommend that no additional furnishings be purchased without establishing whether they will enhance the proposed uses of the property. If the Historical Society decides to recreate a period room which could be utilized for educational programs, it is suggested that this room be confined to the upper floor of Craven Hall so as not to interfere with its other functions.

The Craven Hall Historical Society should also create a collection policy and develop a program for registering these materials and those which have been collected prior to this date. A Collections Committee should be formed to perform this work. The American Association of Museums stated, "in planning for the growth of its collections, we urge each museum to set, clear, rational and appropriate goals for the contribution it can make to the stewardship of our culture and



national heritage."<sup>55</sup> The collection policy should outline these goals and the types of materials which the Historical Society is interested in collecting. The collection policy should also describe the proposed methods of acquisition. For instance, will the objects be obtained through purchases, donations, or loans and what will the respective policies on these types of acquisitions be. The Historical Society will want to ensure that it does not accept every item that is donated by members of the community, but only accepts those which fit the criteria of the collection policy. The criteria for procuring these objects and guidelines for deaccessioning objects from the collection should also be detailed in this collection policy.

Once a collection policy has been drafted, it will be crucial to develop a registration policy. In grassroots preservation organizations, "more often than not, there are no documents to show the sources of the objects or whether they were meant as gifts or loans."<sup>56</sup> As this has been the case with the Craven Hall Historical Society, it is recommended that steps be taken to rectify this matter. The first step should be to complete an inventory of what items are currently held by the Historical Society and where they are located within the house. Once this is completed, registration of

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<sup>55</sup>Butcher-Youngmans, Historic House Museums, 48.

<sup>56</sup>Diane Greene Taylor, "Registration in a Historic House Museum," Museum Registration Methods, (Washington, D.C.: American Association of Museums, 1979), 261.



these objects should begin. When an object is received, a temporary deposit receipt form should be drawn up. This should include the owner's name, address, and telephone number as well as a description of the object and the date it was received by the museum. If the item was donated, a deed of gift must be drawn up to legally confirm the transfer of the object. Next, the object should be recorded in the accessions register and should include information such as the accession number, the date recorded, and a brief description of the object. Most museums assign accession numbers by the date they are received and the sequence they were received within that year. For instance, the third item received or purchased in 1996, will be given accession number 96:03. If records have not previously indicated when items were received, then the museum should begin their numbering system with the year that the registration methods are begun. In addition to the accession register, an accession file should be created for each object in the collection.

The accession file will contain all of the information that is related to the object. This should include information on when the object was made, by whom, and where. It will also contain information on the past owners of the object and any historic photographs of it. The Historical Society should also photograph the object with black and white film and include these photographs in the accession file. An easy way to keep accession records is to develop a standard





work sheet that can be utilized for all of the museum's collections. This work sheet should include the object number, the date the object was received, the date the legal transfer took place and from whom the object was attained, the origin of the object and its approximate age, a detailed description of the object, including color, shape, design, material, and maker, detailed dimensions of the object, the condition of the object, where the object is stored or located within the museum, and any other relevant comments related to the object.<sup>57</sup> (For a sample work sheet, see Appendix D.)

The next step in the accession process is to mark the objects with their respective accession numbers. "Inscribing numbers on museum objects legibly and with permanent ink ensures that they can be identified and matched with their specific documentation."<sup>58</sup> The numbers should be written with indelible ink in an obscure place that will not be disturbed by continual contact with the object. A coat of clear nail polish should be placed where the number will be written, the number should be written over this, and another coat of polish should be applied. This will protect the number from being rubbed off. Textiles should not be marked directly on the fabric. "Instead, use a 1-inch strip of tightly woven, 100 percent cotton twill tape marked with a permanent black ink

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<sup>57</sup> Butcher-Younghans, Historic House Museums, 61-63.

<sup>58</sup> Ibid., 63.



pen and sew it onto the garment."<sup>59</sup> If the object is too small to mark with a pen, then a tag should be tied to the object with the accession number written on it. Once these records are created, it will be important to keep them updated. Furthermore, they should be kept in a safe place, such as a vault, to insure that the records will be available and protected in case of an emergency.<sup>60</sup>

Before the house is detailed with historic finishes, it is important that the original and subsequent uses of each room be fully understood. The eastern portion of the house, c. 1720, was built earlier than the western section, c. 1820.

The original structure was a two story building, with one room on each floor and a full garret. The c. 1820 addition is a center hall plan with two rooms on each floor. The first floor of the house held the more formal and public rooms while the second floor housed the family bed chambers. The garret was utilized as both a storage place and as an area for additional bedrooms while the cellar was used solely for storage. The rooms on the floor plan (see Appendix E) have been numbered to avoid confusion in the following discussion.

Each room will be described by its use in the past, the terms

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<sup>59</sup>Ibid., 64.

<sup>60</sup>Further information detailing collection policies and methods can be found in Museum Registration Methods by Dudley and Wilkinson and in Historic House Museums by Butcher-Younghans. It is recommended that these be used as a guide when the Craven Hall Historical Society creates its accession files.



by which previous owners identified the room, followed by furnishing recommendations.

Center Hall, first floor -- Room 100

This part of the house was built c. 1820 and was the main entrance of the house from that time forward. This section of the structure was built with a center hall plan, with one room to each side of the center hall. Before the c. 1820 addition was constructed, the house was a simple two story structure with a box staircase in the northeast corner of the building. The center hall was referred to the hall or the entry in Harman Vansant's inventory of 1823. At this time it was furnished with an entry carpet, stair carpeting and rods, and an Eight Day clock.<sup>61</sup> This did not change over the course of the next fifty years. Ann Eliza Vansant's inventory of 1871 indicated that there was an entry carpet upstairs and downstairs and an Eight Day clock in the center hall.<sup>62</sup>

As the paint analysis indicated that this space was originally wallpapered, it is recommended that the center hall be treated in this manner. Wallpaper became more available and popular in the 1840's when mechanization increased production and reduced costs. Center halls and stair halls were often papered with patterns of stone walls which were

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<sup>61</sup>Will #5113.

<sup>62</sup>Will #12953. Doylestown, Pa.: Bucks County Register of Wills.



commonly known as ashlar patterns. "Early-nineteenth-century ashlar papers contained simple stone patterns, often in gray; by the 1840's, however, more ornate designs appeared with fancifully cut 'stones' and scrollwork in blues, greens, or reds filling the space between each block."<sup>63</sup> Craven Hall was probably papered with less an elaborate wallpaper because it was a farmhouse twenty-five miles outside of Philadelphia. It is interesting to note that the ceiling rondelle in the center hall was also wallpapered originally. However, the Historical Society may wish to paint the rondelle rather than paper it. In that case, the second layer of the paint analysis might be used, a mint green color or 7.5GY8.5/2 on the Munsell color chart.<sup>64</sup> (For paint colors, see Appendix F.) The Vansants would have purchased high quality papers, as reflected by their wealth, but the wall coverings would not have been of the highest style due to the rural setting. Many companies make reproduction wallpapers for historic buildings. The Craven Hall Historical Society should consider purchasing an ashlar paper from one of these firms. Many patterns and companies can be found in Richard Nylander's Wallpapers for Historic Buildings.<sup>65</sup>

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<sup>63</sup>Roger W. Moss and Gail Caskey Winkler, Victorian Interior Decoration: American Interiors 1830-1900 (New York: Henry Holt and Company, 1986), 17.

<sup>64</sup>Historic Structure Report.

<sup>65</sup>Richard C. Nylander, Wallpapers for Historic Buildings (Washington, D.C.: The Preservation Press, 1992).





The Craven Hall Historical Society should also consider having the front door repainted as it was originally. The paint analysis indicates that this door was grained to imitate maple.<sup>66</sup> Doors and woodwork of the nineteenth century were often grained to imitate more expensive woods. It is recommended that the door be repainted to imitate maple which is a light wood. This is reflected in the use of a white or light colored base coat which was indicated by Dickey's paint analysis. Paint analysis should be done on all of the woodwork in the center hall, Room 100, to determine which elements of this space were grained in the same manner as the door.

The stairs should be carpeted with an appropriate floor covering for the 1840's. Carpets that were produced on mechanized looms, "hence the least expensive and most available to the middle-class households--were those without face pile known as "flat-woven" carpets. This category included list or rag carpeting, Venetian carpeting, and ingrain carpeting."<sup>67</sup> These carpets were all reversible. Venetian carpeting, which was woven to show a striped pattern which was created by the warp threads, was often used on stairs and is recommended for Craven Hall. Venetian carpeting is reproduced by companies, such as the Colonial Williamsburg Foundation, Scalamandre, Sunflower Studio, and Thos. K.

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<sup>66</sup>Historic Structure Report, 15.

<sup>67</sup>Moss and Winkler, Victorian Interior Decoration, 33.



Woodard, some of which carry Venetian carpeting as a stock item.<sup>68</sup> Steel rods should be used to hold the carpet in place on the stairs. Carpeting is laid differently with stair rods than the modern method of laying carpeting. It is laid in what is commonly called a "waterfall," a technique which is recommended for this site.

The Craven Hall Historical Society should also investigate purchasing a reproduction of an historically accurate hall lantern. Despite the fact that the only form of lighting listed on any of the inventories of previous owners of Craven Hall was a pair of plated candlesticks and snuffers, both of which were listed on Harman Vansant's 1823 inventory, it seems as if more forms of lighting existed. However, the fact that they were not listed on the inventories indicates that they were probably not very elaborate in form. The presence of a plaster ceiling rondelle indicates that there was a permanent fixture in this room. Many of the hall lanterns which are available today as reproductions are a combination of glass and brass fixtures with a smoke bell. These reproductions are usually electric fixtures which hold "electric candles." Hall lanterns can be purchased from local reproduction companies, such as Ball and Ball, Lester H. Berry and Company, The Salt Box, and William Spencer.<sup>69</sup>

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<sup>68</sup>Helene Von Rosenstiel and Gail Caskey Winkler, Floor Coverings for Historic Buildings, (Washington, D.C.: The Preservation Press, 1988), 92-99.

<sup>69</sup>Roger W. Moss, Lighting for Historic Buildings, (Washington, D.C.: The Preservation Press, 1988), 53-56.



The Craven Hall Historical Society may also wish to purchase an Eight Day clock for the center hall. Being listed on both the 1823 and 1871 inventories, it is possible that it was the same clock that had passed through the family from one generation to the next. In that case, it might be more appropriate to purchase a clock that is representative of the 1820's rather than the middle of the nineteenth century. It is recommended that the Historical Society purchase a reproduction of a tall case clock to place in the entry hall at the bottom of the stairs. Its placement at the center of the house and the bottom of the staircase would have enabled the residents to hear it chiming the hours throughout the house. Reproductions of antique furniture are recommended for subsequent furniture purchases because it will reduce the liability and the Historical Society will not have a fiduciary responsibility to conserve the pieces of furniture.

#### Parlor -- Room 101

This room, to the west of the center hall, has always been used as a parlor. When the c. 1820 addition was constructed, this room was considered the best parlor and later, around 1850, it became the family parlor. The decorative woodwork in this room dates to the second phase of the house, c. 1820, and suggests this was the most formal space in the house when it was built. The Greek Revival door



and window surrounds in this parlor are remarkable for an early nineteenth-century rural house. In fact, this interior decoration caused John Dickey to question the influence of early nineteenth century architects, including L'Enfant, Latrobe, Haviland, Mills, and Strickland.<sup>70</sup>

Despite this decoration, this room had become the family parlor or sitting room by 1871 when Ann Eliza Vansant's inventory indicates that this was the less formal of the two parlors by the valuations placed on the furnishings. In 1871, this room was referred to as the "west end sitting room" and Room 102 was called the "parlor." At this time, the furniture in this room was appraised at less than half of that of the furniture in Room 102.<sup>71</sup> The shift in furnishings can be seen in the two inventories from 1823 and 1871. In 1823, the front parlor contained such furniture as a mahogany sideboard, a gilt framed looking glass, two card tables, yellow windsor chairs, plated candlesticks, japanned salvers, mantel ornaments, brass andirons, and a carpet. However, in 1871, the furniture in the west end sitting room, Room 101, was not as appraised as highly the other parlor. This room contained a sideboard, a settee and chairs, two tables, a looking glass, a coal stove, and a carpet. It is interesting to note that, despite inflation, the appraisal for 1871 was lower than the

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<sup>70</sup>Historic Structure Report, 5.

<sup>71</sup>Will #12953.





appraisal in 1823, a clear indication that this room was no longer the most formal space for entertaining guests.

The paint analysis for the walls of this room was never recorded in the Historic Structure Report and it is suggested that this be completed before any furnishing decisions are made. However, it is interesting to note that within the text of the report, Dickey noted that, "paint analysis indicated that the room, like the stair hall and family parlor, was originally papered both on walls and ceiling."<sup>72</sup> Perhaps the paint analysis was never recorded because the results indicated that all of the layers were wallpaper. As noted earlier, wallpaper became more prevalent in the 1840's after mechanization of the printing process occurred. "Writers on interior decoration in the 1840's specifically recommended the use of wallpapers in the better rooms of the house, especially the parlor and the best bedroom."<sup>73</sup> The wallpaper was generally hung from the cornice to the baseboard with a small border around the top edge. Wallpapers came in many patterns, ranging from architectural patterns to landscapes to plants and animals to patterns imitating fabrics.

Popular, particularly for parlors and bedchambers, were papers printed in overall repeating patterns such as stripes or diapers (small diamond shapes with diagonal repeats), often containing simple geometric designs: fruits, flowers, and ribbons: or more intricate designs employing C-curves and S-curves.<sup>74</sup>

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<sup>72</sup>Historic Structure Report, 15.

<sup>73</sup>Moss and Winkler, Victorian Interior Decoration, 12.

<sup>74</sup>Ibid., 17.



Room 101 would probably have been wallpapered in a pattern similar to one of these. When this room is papered, the Craven Hall Historical Society should also apply a border. Borders were most commonly printed in floral or vine patterns or as imitations of architectural details. "By the 1840's, borders were fairly narrow (about three inches wide), often flocked, and usually in a darker shade than the paper on the wall."<sup>75</sup>

The mantel piece in this room was originally marbleized, according to the paint analysis. Like graining, marbleizing was a common decorative feature in the first half of the nineteenth century. It would have a dramatic impact upon the room if this decorative finish was once again applied to the mantelpiece. Before this finish can be reapplied, it will be important to determine what type of marble was being imitated so that its reproduction will be as accurate as possible. As the remainder of the paint analysis for this room has not been completed, it is recommended that the Historical Society have this work done before any definite plans are made concerning the painting of the woodwork in this room.<sup>76</sup>

This room would have been carpeted in the middle of the nineteenth century. The inventories of the Harman and Ann

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<sup>75</sup>Ibid., 18.

<sup>76</sup>The Craven Hall Historical Society might contact the University of Pennsylvania's Historic Preservation Program to receive help from the conservation students or consider hiring Frank Welsh, an expert paint analyst located in Bryn Mawr, PA.



Eliza Vansant indicate that there was a carpet in this room in 1823 and 1871.<sup>77</sup> This probably would have been a flat pile carpet, perhaps an ingrain. Ingrain carpeting was also known as Scotch, Kidderminster, or English carpet. Ingrain carpeting was a flat woven, wool carpeting that was either two- or three-ply. The patterns were woven in such a way that the carpet was reversible. In the United States, the prevailing fashion was "to lay carpeting throughout a room, even into the recesses at windows and around fireplaces, and rarely use borders."<sup>78</sup> Some of the reproduction ingrain carpets are woven like Brussels carpets and are referred to as a Brussels adaptations of ingrain carpeting. There are two Pennsylvania firms which make reproduction ingrains: Family Heir-Loom Weavers make actual ingrains and the Langhorne Carpet Company makes Brussels carpets, some of which look like ingrains in pattern.<sup>79</sup> The Historical Society might wish to consider having a carpet made which could be rolled up for certain events rather than being tacked to the floor. This would be a practical solution for times when the house is used for parties. It would prevent the carpet from becoming soiled as well as reducing the general wear and tear of the carpet.

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<sup>77</sup>Will numbers 5113 and 12953.

<sup>78</sup>Von Rosenstiel and Winkler, Floor Coverings for Historic Buildings, 81.

<sup>79</sup>Ibid., 93.



The Craven Hall Historical Society will also wish to consider what types of window treatments would have been appropriate for this room. There is no evidence that there were any window treatments in this room on the inventories. There may have been wooden Venetian blinds in this room. E. Carrell Bennett, whose grandfather Isaac Bennett lived in the house from 1889 to 1934, remembered that the two parlors, "were dark with old fashioned wallpaper and wood Venetian blinds."<sup>80</sup> While this memory would have been later than the interpretation of the house, it is possible that the windows were treated in a similar way in the middle of the nineteenth century. In rural houses, there were often no interior window treatments of any sort. However, if there were any curtains, they would most likely have been found in the parlor. "In restoring and furnishing a simple rural house of this period, two approaches are correct: using no window curtains or using only single white cotton panels swagged to one side in a way reminiscent of the 18th-century style called half drapery."<sup>81</sup>

Appropriate lighting should also be installed in this parlor. As mentioned in the discussion of Room 100, there is little mention of lighting on the inventories for this house.

It is surmised that the lighting devices would either have been candles, as found on the 1823 inventory, or simple oil

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<sup>80</sup>Interview with E. Carrel Bennett, John Dickey Papers.

<sup>81</sup>Jane C. Nylander, Fabrics for Historic Buildings, (Washington, D.C.: The Preservation Press, 1990), 104.





lamps, as a careful look around the house reveals that it was never fitted for gas lighting. There most likely would have been a set of girandoles which would have sat upon the mantel. These lighting devices were extremely popular at the middle of the nineteenth century and were found in many middle-class parlors. Girandoles consisted of, "bas-relief cast bodies, marble bases and glass prisms that were often sold in sets to decorate and illuminate parlor mantels."<sup>82</sup> The cast figures were often representative of historical or literary figures. A set of girandoles might consist of two single candle fixtures placed at each end of the mantel and a three branched piece which would be placed in the center.

This parlor may also have had a chandelier suspended from the plaster rondelle in the center of the ceiling. Despite the fact that a fixture was not listed on the inventory, the plaster moldings indicate that there was a lighting device hung from the ceiling at this location. However, the plaster rondelle may have been a later addition to the interior of the house. If the rondelle was installed after 1871, when Ann Eliza Vansant's inventory was recorded, it is possible that a kerosene fixture hung from this location. The fixture would not have been elaborate in design due to the fact that this was a middle class, rural family that would not have had access to high-style lighting devices.

When a fixture is chosen, it will be important to hang it at

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<sup>82</sup>Moss, Lighting for Historic Buildings, 32.



the appropriate level. "The typical chandelier, gaselier or hall light should be suspended no more than 78 to 84 inches from the floor to the bottom of the fixture--just clearance enough to allow a tall person to walk beneath it comfortably."<sup>83</sup> The reason that these fixtures were historically hung at these heights was so that a person was able to easily ignite and extinguish the flame.

This parlor currently has some furnishings within it. The settee, rocking chair, arm chair, and foot stool are appropriate for the mid-nineteenth century, being in the Rococo Revival style. However, the upholstery of these pieces might be changed at some time when funds become available. Horsehair in both plain and patterned styles was used extensively as upholstery for settees, chairs, and stools. While it was manufactures in colors such as red, blue, green, and white, black was the dominant choice. "Throughout the mid-19th century, plain black satin weave was the most common type of horsehair upholstery; it was sometimes tufted."<sup>84</sup> Reproductions are available and are a combination of either cotton or linen warp threads with a horsehair weft. Reproductions of horsehair upholstery can be purchased from Brunschwig and Fils, Clarence House, Decorators Walk, Lee Jofa, Old World Weavers, and Scalamandre, all with showrooms

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<sup>83</sup>Ibid., 18.

<sup>84</sup>Nylander, Fabrics for Historic Buildings, 234.



at The Marketplace in Philadelphia.<sup>85</sup> This furniture will have to be well cared for and conservation methods will have to be considered as they are antique pieces, not reproductions. As these pieces of furniture take up a considerable amount of space in the room, it is recommended that the Historical Society refrain from adding to the collections in this room because it cannot afford to lose the space for rentals.

#### Dining Room -- Room 102

This room is called the dining room by the Craven Hall Historical Society, despite the fact that it was never used exclusively in this capacity. When Craven Hall was built, this room was used as the family parlor or sitting room in contrast to the more formal parlor, Room 101. It should be noted that family parlors or sitting rooms doubled as dining rooms in the nineteenth century. However, the use of these rooms changed when the kitchen was shifted from Room 103 to the frame addition on the east end of the house, around 1845.<sup>86</sup> When the meals were prepared in the cooking fireplace in Room 103, Room 102 was the family parlor. However, when the cooking was moved from Room 103 to the frame addition, Room 102 became the more formal of the two parlors, as it was

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<sup>85</sup> Ibid., 235-237.

<sup>86</sup> Farmers Mutual Fire Insurance Society.



then located directly next to what had become the dining room (Room 103).

Furthermore, the mantel piece was replaced with a marble mantel, an indication that this was a more formal space than the other parlor.<sup>87</sup> This replacement probably occurred after the fire insurance policy was taken out in 1845. This assumption is based on the fact that a valuable marble mantel in a rural community in the 1840's would probably have been mentioned on the fire insurance records, just as such mantels were listed on city fire insurance surveys.<sup>88</sup>

Another indication of the more formal use of Room 102 can be found in the 1871 inventory of Ann Eliza Vansant. The inventory indicates that the furniture in this room was appraised at \$64 versus that in Room 101 which was appraised at \$38, nearly one hundred percent higher in appraisal value. The concentration of more expensive furniture in this room indicates that it was used to entertain and that the family parlor had been moved to the sitting room on the opposite side of the center hall. According to the 1871 inventory, Room 102 contained a looking glass, a wood stove, a marble top table, a common top table, a sofa, six chairs, two rocking chairs, mantel ornaments, crockery ware, and a carpet.<sup>89</sup>

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<sup>87</sup>John Dickey indicated in the Historic Structure Report that the marble mantle was a replacement for an earlier mantle.

<sup>88</sup>Farmers Mutual Fire Insurance Society.

<sup>89</sup>Will #12953.





The paint analysis and the Historic Structure Report reveal conflicting information regarding the treatment of the walls. The text of the HSR indicates that the walls and ceiling of Room 102 were wallpapered, whereas the paint analysis indicates that the bottom layer in this room was 10R7.5/6 on the Munsell Color Chart.<sup>90</sup> (See Appendix F.) As recommended before, new paint analysis would clarify what the original wall treatment in this room was. The paint analysis also indicates that the southwest corner of this room was a pale aqua color (5BG9/2). This could indicate that the interior of the closet in this room was painted a different color than the walls. It should also be noted that the paint analysis indicates that the ceiling rondelle was wallpapered, probably with the same pattern that was on the walls. The second layer on the ceiling rondelle was 2.5G7.5/4, a light green. If it is determined that this room should be wallpapered, then a similar type of paper as recommended for Room 101 is suggested. However, it should not be the same pattern wallpaper. The Historical Society should choose a roller-printed pattern from the mid-nineteenth century with an appropriate border for this parlor.

However, if it is determined that the paint analysis is correct, then the walls should be painted. Perhaps the Historical Society will choose the second layer, rather than the bottom layer to represent the period following the initial

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<sup>90</sup>Historic Structure Report.



decoration of this room. The second layer of paint in this room was 7.5YR8.5/6 on the Munsell color chart.<sup>91</sup> Regardless of which color is chosen, there should be an attempt to use a paint which matches one of the layers revealed in the paint analysis. Many paint companies have historic paint colors from which to choose while others will match a color that is given to them. Benjamin Moore Paints are recommended because they are good quality paints and they have a line of historic colors.<sup>92</sup>

The paint analysis indicates that the woodwork in Room 102 which consists of the door, door trim, baseboard, and the window trim, casing, sill, and sash were all listed as N9. According to the Munsell color system, "the notation for a sample of white, a very light neutral, might be N9."<sup>93</sup> Therefore, the current neutral shade is appropriate for the interpretation of the house. The woodwork in this room was painted in a neutral color for the most part. The baseboard seems to have changed color over the years, but the bottom layer of paint was a neutral shade.

The floor of this parlor would also have been covered with an ingrain carpet. If the room is interpreted as the more formal of the two parlors, then the Historical Society

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<sup>91</sup>Ibid.

<sup>92</sup>Benjamin Moore Paint samples have been included in Appendix F and are available from Lewis Paints on York Road in Hatboro, PA.

<sup>93</sup>A.H. Munsell, The Munsell Book of Color, vol. 1 (Baltimore: Macbeth, 1976), 1.



might wish to choose a slightly more elaborate pattern. However, they should not choose to install a different type of carpet. More elaborate carpet weaves, such as Brussels, Wiltons, and Axminsters, are inappropriate for the house. The social and financial status of the family as well as the rural location of the house would have prevented them from owning such an expensive carpet. Furthermore, Ann Eliza Vansant's inventory indicates that the carpet was appraised at fifteen dollars in 1871, a dollar amount which supports the supposition that the carpet was an ingrain, not a pile carpet.

As noted in Room 101, it was common practice in America to lay a carpet to the edges of the room, with cut outs to accommodate the fireplace and window recesses. It is, therefore, suggested that the Craven Hall Historical Society purchase a reproduction of an ingrain carpet which can be laid in this manner, but can also be rolled up for certain occasions. When the reproduction ingrain is chosen, the Historical Society should keep in mind the fact that color choices in the nineteenth century would have differed greatly from current fashions.

Many parlors were decorated in what were considered "gay" colors and people strove to attain "harmony by contrast." Color schemes which were considered fashionable were: "crimson and green; red and bluish-green; reddish-orange and greenish-blue; orange and blue; orange-yellow and indigo



blue; yellow and purplish-indigo; and yellowish-green with violet."<sup>94</sup> These color schemes extended to the walls, ceilings, floors, and furniture. The darkest color was placed on the floor, with the colors becoming lighter towards the ceiling.<sup>95</sup> While these color schemes may not seem appealing to the public today, this preference should not interfere in the appropriate choices for the wall and floor treatments. All effort should be made to be as historically accurate as possible.

The windows in this parlor should also be treated in the same manner as those in Room 101. Currently, there are reproductions of wooden Venetian blinds which are hanging in each window in this room. "During the 1830's and 1840's, many homes did not have the elaborate curtains and costly draperies seen in too many museum installations. Instead, English and American writers often recommended 'blinds.'"<sup>96</sup> Therefore, these reproduction blinds are appropriate for the middle of the nineteenth century. While these interior blinds did not require any sort of framing, they were occasionally topped by a decorative cornice. Furthermore, the blinds were usually painted green, although many were painted in colors to complement the walls of the room.

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<sup>94</sup>Moss and Winkler, Victorian Interior Decoration, 67.

<sup>95</sup>Ibid., 67.

<sup>96</sup>Ibid., 40.





The Craven Hall Historical Society should also install appropriate lighting devices in this parlor. There is a pair of two single branch girandoles on the marble mantle which are appropriate for the room. However, the Historical Society should attempt to purchase a third matching piece which would have three branches in order to complete the set. These were generally placed on the mantel piece in front of a looking glass so that the light would be reflected, thus creating a greater amount of light in the room. This room also has a plaster rondelle on the ceiling from which a lighting fixture would have been hung. As stated before, the plaster rondelles may have been later additions and, therefore, may have supported a kerosene fixture. Kerosene lighting was fashionable and readily available in the last quarter of the nineteenth century.

In terms of furniture, this room contains a decoratively painted windsor settee, similar to the fancy chairs of the nineteenth century. If the Historical Society wishes to interpret this room as the more formal of the two parlors, it might consider moving this settee to Room 101 and displaying the upholstered pieces of furniture from Room 101 in this parlor. However, it is recommended that the Craven Hall Historical Society refrain from purchasing any more pieces of furniture for this room. The use of the room would be diminished if too many pieces of furniture were added. It is necessary that this room remain viable, as it is the only room



which is relatively empty on the first floor and, as such, is of great importance in terms of rentals as both a meeting place and for catered affairs.

Rather than purchasing pieces of furniture which would consume much needed space, the Historical Society might wish to consider purchasing accessories which would not use floor space, such as a looking glass for above the mantel. The 1823 and 1871 inventories reflect that there was a looking glass in this room which would have been placed over the mantel in order to reflect the light from the girandoles on the mantel shelf and from the chandelier.<sup>97</sup> This would probably have been a gilt framed looking glass, as was popular during this period.

#### Old Kitchen -- Room 103

This room dates from the earlier part of the structure, c. 1720. This room was originally the cooking space and the center of family life in the eighteenth century. When the addition was built in the 1820's, this room was still used as the kitchen space, which included being utilized as both a cooking and an eating place. By 1845, a frame addition had been built onto the eastern wall of the house.<sup>98</sup> The frame addition contained the service functions of the house, i.e., the cooking and food preparation space. As a result, the old

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<sup>97</sup>Will numbers 5113 and 12953.

<sup>98</sup>Farmers Mutual Fire Insurance Society.



kitchen became the dining room, thus removing that function from Room 102 (as described above). Room 102 was specifically referred to as the dining room on Ann Eliza Vansant's inventory of 1871.<sup>99</sup>

Despite the fact that this room was used as a dining room in the middle of the nineteenth century, the Craven Hall Historical Society wishes to interpret the room as an eighteenth-century kitchen, before the 1820's addition was built. The walls of the kitchen were originally painted a light blue/gray or 5B8/2 according to the Munsell Color System. The woodwork was a light, neutral color, except for the baseboard which was a brownish red, 10R4/6.<sup>100</sup> (See Appendix F.) The mantel was recorded as also being a light neutral color, however, this mantel shelf is not the original according to the Historic Structure Report.<sup>101</sup>

The floor in this room consists of wide, plank flooring which, for the most part, reaches from one end of the room to the other. "Throughout the 18th century the best floors were made of long boards that spanned the length of the room and required no piecing."<sup>102</sup> These wide planks were not finished in any manner and were simply left bare. There would not have been any form of carpeting on this floor.

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<sup>99</sup>Will #12953.

<sup>100</sup>Historic Structure Report, John Dickey Papers.

<sup>101</sup>Ibid., 9.

<sup>102</sup>Von Rosenstiel and Winkler, Floor Coverings for Historic Buildings, 42.



By interpreting this room to the early to mid-eighteenth century, the windows should be left bare. The high cost of fabric at this time made curtains a rarity, especially in middle-class, rural farmhouses. The inventory of Giles Craven supports the fact that there were no curtains in the house at this time, especially considering the fact that the remainder of the linens in the house were listed.<sup>103</sup> This lack of window treatments was not rare at this time period. "Documentary evidence shows clearly that in the colonial period few houses were embellished with elaborate bed and window hangings or softly upholstered furniture in every room."<sup>104</sup>

The lighting in this room would have been minimal. There may have been a few candlesticks that the family would have used in the evening and when they went upstairs to bed. The major source of light at night would have been the cooking fireplace. The fireplace would have been the center of family life, providing them with light, heat, and food. Natural light would have supplemented the light provided by the fireplace. The Craven Hall Historical Society should be careful so that they do not acquire too many pieces of furniture for this room. The desired uses for the house require that they retain a considerable amount of space in this room which could be lost by creating a museum room,

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<sup>103</sup>Will #2818. Doylestown: Bucks County Register of Wills.

<sup>104</sup>Nylander, Fabrics for Historic Buildings, 33.





something which is not a goal of the Historical Society. The fireplace is presently equipped with many cooking pots and utensils. "Typically, the fireplace was outfitted with a crane, from which hung a kettle, a pot, and perhaps an additional large water kettle."<sup>105</sup> There may also have been other pots, such as a frying pan, kettles, and saucepans, and perhaps a reflecting oven for cooking meat. Pokers, tongs, and bellows would also have been located by the fireplace for use throughout the day. Craven Hall has acquired plenty of these items and it is not necessary for them to purchase more items of this sort.

A kitchen would also have had a work table, chairs, and possibly a dining table. Due to the fact that the Craven Hall Historical Society wishes to use the house for meeting and party rentals, it is suggested that they not furnish this room with all of these typical items of furniture. The Historical Society has previously acquired two farm tables and four windsor chairs. While these are appropriate for recreating this room as it was in the eighteenth century, the Historical Society should consider the amount of space which will be consumed by these items. Are they appropriate for the proposed use of the house? The impact of these pieces of furniture upon the use of the room should be investigated and a decision on whether they should be retained or deaccessioned

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<sup>105</sup>Elisabeth Donaghy Garrett, At Home: The American Family 1750-1870, (New York: Harry N. Abrams, Inc., 1990), 99.



should be made. As long as the room can function under its proposed uses, the Historical Society should retain and care for these pieces of furniture.

#### Frame Addition -- Room 104

A frame addition had been added to the east side of the house by 1845, as evidenced by the fire insurance records. However, this frame addition only measured nine and a half feet by eleven feet and had been replaced by the 1940's with the current frame addition. In 1980, E. Carrell Bennett, who visited his grandfather at the farm prior to 1927, recalled that the one story kitchen was roughly the same dimensions as it is today.<sup>106</sup> Despite the fact that this structure is not the original frame building, it has retained the same function as its predecessor. In the middle of the twentieth century, the kitchen was still located in this area of the house.<sup>107</sup> It seems as if the service functions of the house have been confined to this portion of the building since the middle of the nineteenth century.

It is recommended that the kitchen be utilized as a catering kitchen and the restrooms remain open to the public.

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<sup>106</sup>Interview with E. Carrell Bennett, John Dickey Papers.

<sup>107</sup>Margaret Casele, previous resident of Craven Hall, telephone conversation with author, 9 April 1995.



There are no decorative treatment recommendations for the frame addition. However, it is recommended that the Historical Society alter the restrooms to meet ADA code requirements.

#### Bed Chamber -- Room 201

This was the best bed chamber in the house. The only architectural feature which separates this bed chamber from Room 202 is the presence of a closet. The decision that it was the best bed chamber is based on the inventories. The inventories of both Harman Vansant (1823) and Ann Eliza Vansant (1871) indicate that this room contained the furniture with the highest appraised value. Harman Vansant's inventory indicates that this bed chamber was decorated in a much more elaborate manner than the other bed chambers in the house and the furniture was appraised at almost triple that of the bed chamber across the hall.<sup>108</sup> By the time of Ann Eliza Vansant's death in 1871, the appraisal for furniture in the two rooms were almost equal, with this room being only slightly more costly in its decoration.<sup>109</sup>

There has been an attempt over the years to show how this room would have been utilized as a bed chamber in the nineteenth century. The paint analysis for this room indicates that it was wallpapered, like the parlors on the

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<sup>108</sup>Will #5113.

<sup>109</sup>Will #12953.



first floor. This was a common wall treatment for the best bed chamber in the house. Bed chambers would have been papered with patterns similar to those found in parlors. "Bedrooms, the critics felt, should be 'chaste' or 'cheerful spaces,' with light-colored walls. The best bedrooms were to be papered rather than painted."<sup>110</sup> Nevertheless, the Historical Society might wish to consider painting these walls with the color that was revealed in the layer above the wallpaper. This will be a more affordable finish for the walls at this point in time and wallpaper can always be installed at a later date. The paint analysis indicates that this coat of paint was a blue or 2.5B5.5/4.<sup>111</sup> (See Appendix F.)

The majority of the woodwork in this room has not been tested according to the paint analysis and it is suggested that this work be completed. However, the mantel was analyzed and the paint analysis reveals that it was grained. The white base indicates that the mantel was grained to imitate a light colored wood, similar to the woodwork in the first floor center hall, Room 100. This graining should be recreated on the mantel, a finish which would indicate that this was the best bed chamber.

The floor in this room would probably have been covered with an ingrain or a Venetian carpet. Considering the fact

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<sup>110</sup>Moss and Winkler, Victorian Interior Decoration, 7.

<sup>111</sup>Historic Structure Report.





that this was the best bed chamber, the carpeting would probably have been an ingrain. While the parlors would have been decorated with contrasting colors in the carpets and the wall treatments, bed chambers were decorated with harmonious colors. According to Godey's Lady's Book, "in boudoir and bedroom, and generally in small rooms, harmony should be the rule."<sup>112</sup> Therefore, the carpet which is chosen should be harmonious in color to the wallpaper of the bed chamber.

The windows of this room would have been unadorned. As stated before in discussion of Rooms 101 and 102, window curtains would have been unlikely in a middle class, rural farmhouse. "If curtains were used at all, they were usually used in the parlor."<sup>113</sup> Therefore, the Craven Hall Historical Society should not hang any sort of window treatment in this bed chamber.

Lighting in this room would probably have been confined to candlesticks. These may have been placed on the mantel or by the bed. The fireplace would also have projected light into the room. However, there may have been a stove in this room by the middle of the nineteenth century. The most significant form of light in this room would have been natural light. The sun would have shown brightly in this room with five windows facing the east, south, and west.

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<sup>112</sup>Moss and Winkler, Victorian Interior Decoration, 67.

<sup>113</sup>Nylander, Fabrics for Historic Buildings, 104.



Currently, this room has a low-post bedstead, a cradle, a bureau, and a spinning wheel. The 1798 and 1823 inventories reveal that the bedsteads were fully curtained and, therefore, high-post bedsteads. However, this may have changed by the middle of the century, as Ann Eliza Vansant's inventory of 1871 does not indicate the presence of any curtains on the bedsteads. Working with the low-post bedstead in the current collection, care should be taken to insure that it is dressed properly. The rope or sacking bottom should be topped by, "a straw-filled tick, then a feather bed, perhaps a mattress, a bolster, next the bottom sheet, two pillows propped up against the bolster, a top sheet, blankets (two were often recommended), and a crowning counterpane."<sup>114</sup>

The cradle is appropriate for the bed chamber. Small children, especially infants, usually slept in the same room as their parents. The cradle would have been placed next to the bed so that it could be conveniently reached by the parents. The bureau is rather plain, like many rural pieces of furniture. It should be placed by the window with a glass and stand set on its top. Placed by the window, it will allow the user to have the full advantage of the natural light. These pieces of furniture are appropriate for the best bed chamber in a rural setting.

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<sup>114</sup>Garrett, At Home, 109.



However, the spinning wheel probably would not have been located in the best bed chamber. The inventory of Harman Vansant in 1823, indicates that the spinning wheels were located in the garret. It seems more likely that the spinning wheels would have been located on the first floor in the rooms used by the family. "On long summer afternoons, one might have passed the back doors of house after house and seen the womenfolk enjoying the air, the prospect, and the chatter while drawing out the pliant threads from their wheels."<sup>115</sup>

Regardless of the placement of the spinning wheel, it is recommended that this room retain the present furnishings. Furnished in this manner, the visitor can get a feel for how the bed chambers were decorated in the eighteenth century. While not attempting to create a full museum room, the small amount of furnishings can be used as a teaching tool for the educational programs that the Historical Society hopes to implement with the school system.

If at some point, the Historical Society wishes to create a period room, it is recommended that they use the inventories as a guideline. The 1823 inventory of Harman Vansant indicates that this room was furnished with a bedstead with curtains, a gilt framed looking glass, a dressing table and cover, eight fancy chairs, a wash stand, pitcher, and bowl, carpeting and a cherry chest.<sup>116</sup> The Historical Society

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<sup>115</sup>Ibid., 167.

<sup>116</sup>Will #5113.



might wish to focus on the inventory of Ann Eliza Vansant (1871) which revealed that her furniture, while good quality, would have been outdated due to the rural setting and the fact that she inherited her family's house, presumably with furnishings.

Therefore, the furniture in Ann Eliza Vansant's house would have been from the 1850's and earlier, rather than being high style pieces from 1871, the year of her death. This bed chamber contained a bedstead, a bureau, a wash stand and fixtures, a looking glass, six chairs, and a carpet.<sup>117</sup> It is possible that this furniture was cottage furniture, which Andrew Downing Jackson believed was suitable for cottages and country homes. Cottage furniture is similar to Elizabethan furniture in form and is painted with pale colors, often with floral designs on it. If it is decided to create a period bed chamber within this room, it is recommended that the Historical Society follow these suggestions.

#### Library -- Room 202

The room that the Craven Hall Historical Society uses for its library was originally a bed chamber, and was appraised as being the "second best" on the 1823 and 1871 Vansant inventories. However, by 1871, this distinction was relatively minor in comparison to the 1823 inventory. The appraisals of the furniture in the two bed chambers in the

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<sup>117</sup>Will #12953.





newer part of the house differed dramatically in the 1820's, whereas less than ten dollars separated the rooms in the 1871 appraisals. (See Appendix B)

In 1823, this room was furnished with a bed, a small breakfast table, a Map of the United States, a bureau, a case of drawers containing linens and books, and a chest. The furniture in this room was appraised at \$58.25, compared to the best bed chamber which was appraised at \$142.30. As mentioned before, the difference in the appraisals shrank dramatically from the 1820's to 1871, when Ann Eliza Vansant's inventory was recorded. At this time, the bed chamber contained a bed, a bureau, eight chairs, two looking glasses, a stove, and a carpet. It is interesting to note the appearance of carpeting in this room by the 1870's.

Before making any concrete decisions on the finishes for this room, the Craven Hall Historical Society must determine whether they wish to adhere to the paint analysis which would treat the walls as if this was a bed chamber or if they wish to treat the room as if it was a library in the nineteenth century. According to the paint analysis, this room, being one of the better bed chambers, was wallpapered in the same manner as Room 201. The second layer on the walls of this room was 7.5G9/2, a mint green color.<sup>118</sup> (See Appendix F.) Bed chambers were generally painted with light colors at this

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<sup>118</sup>Historic Structure Report.



time. Either the wallpaper or the mint green paint are appropriate finishes for a bed chamber of this time period.

However, the Historical Society may wish to consider painting the walls in a manner which would have been fashionable for a library at this time. Libraries were treated differently than the remainder of the rooms in a house. "Their colors, critics agreed, should be subdued, grave, hues such as fawn (a yellowish-brown color mixed from white, charcoal, India red, and yellow ocher)."<sup>119</sup>

The paint analysis for this room also indicates that the door trim was painted with a neutral color like the other rooms of the house. The remainder of the woodwork for this room has not been documented, as is the case for many of the other rooms of the structure. The mantel was tested in the paint analysis and the results indicate that this mantel was grained to imitate a light color wood. According to the paint analysis, this mantel is not exactly like that in the other bed chamber, Room 201, despite the fact that both mantels were grained to appear as if they were more expensive light colored woods.<sup>120</sup>

The floors of this room would have been treated much like those in the other rooms of the addition. They would have been carpeted in the middle of the nineteenth century. Not being the best bed chamber, the room would have been

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<sup>119</sup>Moss and Winkler, Victorian Interior Decoration, 7.

<sup>120</sup>Historic Structure Report.



carpeted with either an older carpet or one with a less expensive weave. If it was an older carpet that had been moved to this room, it probably would have been an ingrain. However, it is possible that this room was carpeted with a Venetian carpet, as recommended for the stairs. At mid-century, Godey's Lady's Book recommended either Brussels or Tapestry carpeting for libraries.<sup>121</sup> However, this type of carpeting would have been too elaborate for Craven Hall and is not recommended.

The windows in this room would not have had any hangings. Curtains were not found on any of the inventories for this house. The lack of curtains was not uncommon in rural houses of the nineteenth century. In fact, many rural residences did not have any form of window treatments, and if they did, the curtains were normally located in the parlor and first floor rooms rather than in second floor bed chambers.

This room would have been lit by candlelight or oil lamps in the nineteenth century. The candles and lamp light would have been supplemented by both natural light and the light from the fireplace. However, these forms of lighting will not be sufficient for a functional library. More light will be required so that people can do research comfortably. The Historical Society has installed ceiling lights in this room which provide readers with sufficient light to read.

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<sup>121</sup>Moss and Winkler, Victorian Interior Decoration, 89-90.



While not historically appropriate, it is acceptable for the function of the room.

#### History Room -- Room 203

This room in the original c. 1720 structure acted as a bed chamber throughout the history of the farmhouse. At some point, this room was divided into two rooms; however, this partition wall no longer exists. Evidence for this room partition can be found in the 1823 and 1871 inventories which mention two rooms in this section of the house, both of which were described as bed chambers. Margaret Casele, a previous resident of Craven Hall, indicated that there was a bathroom in this section of the house in the 1940's, offering further proof there were once two rooms in this area.<sup>122</sup> It is possible that the bathroom was installed in the small bed chamber which once existed within the larger room. This room also contains the original part of the box staircase that connects the basement to the attic in the older part of the house.

When the paint analysis for this room was completed in 1979, only the walls were analyzed. There was no attention paid to any of the woodwork or even the mantel, which was analyzed in all of the previously mentioned rooms. Nevertheless, the paint analysis indicates that this room was wallpapered, like the other two bed chambers on this floor.

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<sup>122</sup>Casele, telephone conversation.





This is interesting considering the fact that this room dates to the first half of the eighteenth century. If the paint analysis is, indeed, correct, then the presence of this wallpaper is very surprising because wallpaper is rarely found in early eighteenth century homes, especially those in rural America. However, "the availability and use of wallpaper increased steadily from 1750 as technology improved and demand for this new decorative commodity spread."<sup>123</sup> This early wallpaper was printed on small sheets of paper which were pasted together to form a roll and the pattern was printed with carved wooden blocks. It is recommended that the paint analysis for this room be redone so that it can be determined whether there was actually wallpaper as the bottom layer in this room. If it is determined that Dickey's analysis was correct, the Craven Hall Historical Society might wish to consider interpreting this room as it was in the eighteenth century rather than the middle of the nineteenth century.

Currently, the Historical Society has not showed an interest in interpreting this room as it was in the eighteenth century, so a nineteenth century approach will be taken in this paper. It is recommended that the Historical Society paint the walls of this room, as would have been appropriate for a lesser bed chamber at this period of time. The Historical Society should paint the room green (2.5G4/4), as indicated as the layer of paint following a new plaster coat

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<sup>123</sup>Nylander, Wallpaper for Historic Buildings, 31



over the wallpaper.<sup>124</sup> (See Appendix F.) This is appropriate for the 1840's considering that in 1838, The Workwoman's Guide listed appropriate colors for bed chambers and stated that, "a darker green is very refreshing to the eye, and therefore suitable for very light sunny rooms."<sup>125</sup>

In the 1840's this room would have had a less expensive carpet than those mentioned in Rooms 201 and 202, if it had one at all. The 1823 inventory of Harman Vansant does not mention carpeting for this room, however, the 1871 inventory of Ann Eliza Vansant indicates that the larger room within this space had a carpet while the small room did not. A less expensive carpet does not necessarily indicate that it was of inferior quality. The carpet could have been moved here from one of the more formal rooms of the house as it became worn. Being older and more threadbare, this carpet would have been moved to one of the lesser bed chambers and listed on the inventory at a lower appraisal price. Therefore, a carpet for this room may have been an ingrain with an outdated pattern. There is also the possibility that it would have been a carpet with a less expensive weave, such as a Venetian carpet. While Venetian carpets were commonly used in stairways, "Webster and Parkes also recommended Venetian carpeting for bedrooms, where its flat, tightly woven surface was easy to sweep clean."<sup>126</sup>

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<sup>124</sup>Historic Structure Report.

<sup>125</sup>Moss and Winkler, Victorian Interior Decoration, 7.

<sup>126</sup>Von Rosenstiel and Winkler, Floor Coverings for Historic Buildings, 79.



Venetian carpeting is recommended for this room rather than an ingrain which most visitors would not be able to distinguish as being different from those in other rooms of the house.

The windows in this room would have been unadorned and the natural light which entered through the five windows in this room would have contributed greatly as a major source of light. In addition to the natural light which pervaded this room, the occupants would have relied on candlelight and firelight. For the most part, this room would not have been illuminated in the evening. Candles would only have been used in this room when someone carried one to light the way to bed. "Candleholders were not commonly kept in bedchambers but rather were collected in the morning and returned to the kitchen or first-floor passage for use the next night."<sup>127</sup>

Room 203 currently houses two cases which display items that are related to the history of Warminster Township and two bookcases that belong to the Theosophical Society. This room has also been used to show slides of historic buildings in Warminster Township. It is recommended that no pieces of furniture be purchased for this room because its use and the presence of the cases precludes it.

#### Garret -- Room 301

This section of the garret was probably used as an extra bed chamber at some period of the structure's history. The

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<sup>127</sup>Moss, Lighting for Historic Buildings, 35.



stove pipe remains on the south wall support this belief. The presence of two dormer windows and two quarter-round windows, one on each side of the chimney, would have permitted light into this space so that it could be utilized as a bed chamber. It is possible that the garret was used as a bed chamber for servants or children of the family. Ann Eliza Vansant's inventory suggests that this garret room was furnished in a less expensive manner than the bed chambers on the second floor of the house, with the furniture being appraised at about half the price of the furniture in the second floor bed chambers.<sup>128</sup>

#### Garret -- Room 302

This section of the garret was apparently utilized as a storage place, and since there are no stove pipe remains, it is doubtful that any permanent occupation of this room ever occurred. There are, however, two dormer windows in this room which suggest that it would have received more light than Room 303, and would therefore, be a more likely bed chamber. This is not supported by the inventories. The inventories of 1823 and 1871 both indicate that this garret room was utilized as a storage space. In 1823, the entire garret was used as storage for various items, such as dried fruit, flour casks, yarn, spinning wheels, hogsheads, and chests.<sup>129</sup> In Ann Eliza

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<sup>128</sup>Will #12953.

<sup>129</sup>Will #5113.





Vansant's inventory of 1871, this room was used as a storage place for linens, such as coverlets, pillow cases, sheets, towels, blankets, and quilts.<sup>130</sup> It is interesting that the inventory recorders failed to note any furniture in which the valuable linens would have been stored. It seems improbable that the linens would have been stacked on the floor and it is surmised that there would have been chests or trunks that could have been used to store the linens.

#### Garret -- Room 303

This area of the garret was probably also utilized as a bed chamber. Like Room 301, there are stove pipe remains on the end chimney wall. This suggests that this room was occupied on a relatively regular basis. In 1871, the furniture in this room was appraised at half the price of the bed chambers on the second floor, indicating that it may have been a servant's room, as suggested in the description of Room 301. Ann Eliza Vansant had two servants in her employ who worked and lived on the property.<sup>131</sup> It is possible these two garret rooms were their bed chambers.

Since the garret is not open to the public and there are no plans for this to change, there are no recommendations for decorative finishes for these rooms. However, the Historical

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<sup>130</sup>Will #12953.

<sup>131</sup>1870 Eastern Pennsylvania Census Records, Series M593, Roll 1314, Page 792. Doylestown: Spruance Library.



Society might wish to replace the missing and uneven floorboards for safety purposes. If this were done, the space would be more viable as a storage space. Should the Craven Hall Historical Society eventually alter its mission statement and wish to interpret the garret rooms, it is foreseeable that these rooms could be transformed into the servant quarters which were once here.

By following these recommendations, the Craven Hall Historical Society will be able to create a space that will be representative of the middle of the nineteenth century and the families that lived in the house. An historic house museum will not be created. The end result will be an historic backdrop that will be appropriate for use by the community, renters, and those seeking to learn more about local history and those who lived here.



## Conclusion

The Craven Hall Historical Society has reached a crucial stage in its development. While annual maintenance is needed, the structure has been saved, most of the restoration work has been completed, and the Historical Society is prepared to further develop its use as the only historic building in Warminster that is open to the public. The historic site has great potential that can be reached.

By utilizing the house for catered affairs, community meeting space, and educational avenues, the Historical Society will be able to take an active role in the community--a role it has longed to play. These missions will take a great deal of hard work from a volunteer staff, however, these guidelines and recommendations should pave the way for the dedicated members of the Craven Hall Historical Society.

In addition to following the recommendations for the use of Craven Hall, it is anticipated that the furnishing recommendations be utilized to recreate the decorative finishes which once graced this house. While these recommendations will cost a great deal of money, it is hoped that over a period of time, they will be incorporated into the scheme of the house. They will greatly enhance the structure and create a more desirous setting, especially for catered affairs. In addition, the decorative finishes and furnishing recommendations will augment the educational programs that focus on local history and culture, as people will be able to



see the settings in which the early members of the community lived.

It is hoped that the Craven Hall Historical Society will use this paper as a guide for future work on the historic site. My personal relationship with the site started me on this long road and I hope that my knowledge can now help the Craven Hall Historical Society attain its goals.





Appendix A  
Chain of Title  
for  
Craven Hall  
Located at the  
Bucks County Recorder of Deeds  
and  
Register of Wills  
Doylestown, Pennsylvania



18th Day of the 3rd Month, 1707      Recorded October 3, 1707,  
Deed                                      Deed Book 3, Page 323

John Swift  
to  
William Stockdale

This deed contains information pertaining to the original sale of the land. This land was "part of 500 acres granted and conveyed unto William Bingley by indenture of sale under the hand and seal of William Penn Esquire, Proprietor and Governor of the said province bearing date the sixth and seventh days of September Anno Domini 1681 for the consideration therein mentioned and granted and conveyed from the said William Bingley unto the above named John Swift by Indenture of Sale and Release bearing date the seventh and eighth days of August 1699." John Swift then sold William Stockdale "for and in consideration of the sum of thirty pounds...a part or parcel of land situate, lying and being in the township of Warminster in the County of Bucks beginning at a post at [illeg.] Noble's Corner then southeast by land laid out for John Rush one hundred and twenty-eight perches to a post. Then south fifty-nine degrees west one hundred and thirteen perches to a post. Then west by south fifty perches to a post. Then southwest one hundred and eight perches to a post by a small [illeg.]. Then northwest seventy-four perches to a post in [illeg.] Noble's line (all the four last courses bounded by land of the same tract) then by the said noble's line two hundred and fifty-eight perches to the place of beginning containing one hundred and fifty- one acres."

July 8, 1761  
Deed

Recorded March 29, 1798, in  
Deed Book 29, Page 496

Thomas Craven, Giles Craven, James Craven, Alice Vansant, Clemonds Dungan and Elinor, his wife, Anthony Scout and Mary, his wife, William McDowell and Hannah, his wife, and Nicholas Gilbert and Esther, his wife (heirs of James Craven)  
to  
Daniel Longstreth

This deed refers to the missing deed in which James Craven purchased the property from William Stockdale, "which said messuage, plantation and one hundred and fifty-one acres of land the said deceased James Craven purchased from William



Stockdell as by his Indenture of lease and release bearing date the seventeenth and eighteenth day of June 1726 for the consideration therein mentioned." James Craven's heirs then sold to Daniel Longstreth, "for and in consideration of the sum of five shillings lawful money of Pennsylvania...one messuage, tenement, plantation and tract or parcel of land... beginning in a road commonly called the Street road at the southeast corner of John Brook's land extending thence southeast along the said road by land of Thomas Dungan and other land of the said Daniel Longstreth one hundred and twenty-eight perches to another corner in the road being also the corner of Anthony Scout's land extending thence south fifty-nine degrees west one thousand and thirteen perches to a post thence [illeg.] south fifty perches to another post thence southwest one hundred and eight perches to a corner in Isaac Billow's line and in the road leading toward Kutcher's Mill (all the thence last courses bounded on said Scout's lands) thence northwest up the same road and along said billow's line seventy-four perches to a corner in the road leading towards the Crooked Billet and in the line of Thomas Craven's land, thence along the same road by the said Craven's and Brook's lands two hundred and fifty-eight perches to the first mentioned corner the place of beginning containing one hundred and fifty-one acres."

March 15, 1798  
Deed

Recorded April 13, 1798, in  
Deed book 29, Page 510

Daniel Longstreth and Martha, his wife  
to  
Giles Craven

This deed was written to replace a lost deed of 1761 in which Daniel Longstreth sold Giles Craven the one hundred and fifty-one acres of land. "And whereas the said Daniel Longstreth by indenture dated the ninth day of July 1761, did for the consideration therein mentioned, grant and confirm to the said Giles Craven in for a certain messuage and tract of land hereinafter described as part of the Estate late of the said James Craven deceased, but the said last mentioned indenture is mislaid, or lost, so that the said Giles Craven cannot now discover the same. Therefore, to supply the place of the said lost indenture, this indenture is made and witnesses that the said Daniel Longstreth and Martha his wife in consideration, as well as the said lost indenture and consideration therein mentioned as of the further sum of one current silver dollar of the



United States of America to them paid by the said Giles Craven."

March 15, 1798  
Deed

Recorded April 13, 1798, in  
Deed Book 29, Page 511

Giles Craven  
to  
Harman Vansant

Giles Craven sold Harman Vansant a, "messuage and tract of land situate in the Township of Warminster...containing one hundred and fifty-one acres of land, be the same more or less...for and in consideration, as well as the affection which he bears to the said Harman Vansant, who is his kinsman and friend, and of the sum of 250 pounds silver to him paid by the said Harman Vansant...excepting only and reserving out of this grant, half an acre of land for a burying place, to be a rectangular piece, including and contiguous to, the land which has been heretofor so used, and also a gateway or road fifteen feet wide extending from said burying place to the nearest public road, the particular land for said burying place and gate road to be chosen, limited, and defined by the said Harman Vansant, his heirs and assigns."

September 4, 1823  
Will

Filed November 8, 1823, in  
Will Book 10, Page 215

Harman Vansant  
to  
Alice Vansant

"The rest, residue and remainder of my estate, both real and personal, I give and bequeath unto my beloved wife Alice Vansant, as long as she remains my widow. At her marriage or decease, whichever may first happen, I will and divert the said residue and remainder of my estate be divided in manner and form following...To my daughter Alice Vansant I give and devise that part of the farm whereon I now reside, together with the appurtenances, lying along the Street Road and extending as far back as the northeast wall of the graveyard, and parallel with that wall across my said farm...But in case of either of my above named four children should die without leaving any issue, then the part or





portion of him, her, or them so dying shall be equally divided among the survivors of them, share and share alike."

November 1, 1828  
Deed

Recorded January 21, 1833, in  
Deed Book 56, Page 521

Alice Vansant, widow and relict, and Jane Shelmire, Alice Vansant, James Vansant, and Eliza Ann Vansant, children of Harman Vansant  
to  
Josiah Hart

Alice Vansant, et. al., sold Josiah Hart several tracts of land, one of which was, "beginning at a corner stone in the middle of a road leading from the County Line to the Street Road being in the line of Isaac Craven's land thence along the middle of the said road north forty degrees east two hundred and sixty-nine perches and seven tenths to a corner in the middle of the Street Road being also a corner of John craven's land thence along the middle of the Street Road south fifty degrees east one hundred and thirty-eight perches and seven tenths to a cornerstone of Jonathan Delaney's land thence by the same south fifty-five degrees west one hundred and eighteen perches and five tenths to a stone thence south seventy-three degrees and an half west fifty-one perches to a stone on the west side of a private road thence by the same south forty degrees west one hundred and fifteen perches to a stone in the middle of Chamberlain's Road thence along the middle of the same north forty-nine degrees and a quarter west seventy-eight perches and three tenths to the place of beginning containing one hundred and seventy acres and twenty-two perches be the same more or less...for and in consideration of the sum of one dollar to them in hand paid by the said Josiah Hart."

November 1, 1828  
Deed

Recorded January 21, 1833, in  
Deed Book 56, Page 523

Josiah Hart  
to  
Alice Vansant

Josiah Hart sold Alice Vansant a tract of land, "where the said messuage or tenement is erected beginning at a cornerstone in the middle of the Street road being also a



corner of John Craven's land thence along the middle of the said road south fifty degrees east one hundred and thirty-eight perches and seven tenths to a stone corner of Jonathan Delaney's land thence by the same south fifty-five degrees west one hundred and eleven perches and six tenths to a stone thence by James Vansant's land north forty-two degrees and one half west one hundred and ten perches to a stone in the middle of the road leading from the County Line road to Street Road thence along the middle of the same north forty degrees east ninety-two perches and five tenths to the place of beginning containing eighty acres and three quarters and eleven perches be the same more or less...for and in consideration of the sum of one dollar to him in hand paid by the said Alice Vansant."

April 5, 1888  
Deed

Recorded April 5, 1888, in  
Deed Book 227, Page 281

Isaac Bennett, adminstrator de bonis non cum testamento  
annexo of Ann Eliza Vansant  
to  
Samuel Walker

This deed records how the property transferred from Alice Vansant, upon her death, to her sister, Ann Eliza Vansant. "The said Alice having died leaving the said Ann Eliza surviving, unmarried, and without issue the said James Vansant and Jane Shelmire having also died without issue the title to the said real estate vested absolutely in the said Ann Eliza Vansant." Ann Eliza Vansant died in November of 1871, leaving a Last Will and Testament which stated, "I order, authorize and direct that all my estate real and personal shall be sold by my executor...and on the sixth day of September 1887, letters of administration d.b.n.c.t.a. in the estate of the said Ann Eliza Vansant were duly issued by the Register of Wills of Bucks County to the said Isaac Bennett." Isaac Bennett sold Samuel Walker, "all that certain messuage or tract of land situate in the township of Warminster aforesaid bounded and described as follows, to wit, beginning at a point in the middle of the Street Road thence along the middle of the public road running from Newtown to Hatboro by lands of Lewis Walton, Jacod Dexhimer, D. E. Michener, Lydia A. McDowell, Elwood Walton, Lewis Malone, Michael Wood, Levi Walton south thirty-seven degrees twenty minutes west ninety-two and four fifths perches to a point in the middle of the said Newtown and Hatboro Road thence by the Chapel lot, Craven graveyard and land of Isaac Bennett south forty-five degrees twenty minutes east one



hundred and ten and four fifths perches to a point a corner in line of lands of the said Isaac Bennett and Jane and Ann Delaney north twenty-two degrees and twenty minutes east one hundred and eleven and one fifth perches to a point a corner in the line of lands of the said Jane and Ann Delaney and Joseph Jarrett thence by land of Abraham Lukens, Isaac Bennett, and O. W. Minard respectively and along the middle of the said Street Road north forty-three degrees ten minutes west one hundred and thirty-eight and four fifth perches to the place of beginning containing seventy-nine acres and ninety perches of land more or less...for and in consideration of the sum of nine thousand one hundred and eighty-nine and 48/100 dollars lawful money of the United States."

March 28, 1889  
Deed

Recorded April 2, 1889, in  
Deed Book 234, Page 334

Samuel Walker and Louisa R. Walker, his wife  
to  
Isaac Bennett

Samuel Walker and Louisa, his wife, sold Isaac Bennett the same tract of land containing seventy-nine acres and ninety perches, "for and in consideration of the sum of nine thousand one hundred and eighty-nine and 48/100 dollars lawful money of the United States of America."

June 8, 1934  
Deed

Recorded June 13, 1934, in  
Deed Book 623, Page 211

Myra L. Bennett, Paul E. Bennett, I. Comley Bennett,  
Elsie B. Cornell, heirs of Isaac Bennett  
to  
Clarence Shallcross and Mary Comly Shallcross, his wife

Isaac Bennett's heirs sold the same tract of land to Clarence and Mary Shallcross, "containing seventy-nine acres and ninety perches of land, more or less...for and in consideration of the sum of one dollar and other good and valuable consideration lawful money of the United States of America."



January 23, 1942  
Deed

Recorded January 30, 1942, in  
Deed Book 704, Page 569

Clarence Shallcross  
to  
Walter M. Lojeski and Helen Lojeski, his wife

Walter and Helen Lojeski purchased a tract of land, "containing seventy-nine acres and ninety perches of land, more or less...for and in consideration of the sum of fifteen thousand five hundred dollars lawful money of the United States of America."

November 4, 1952  
Deed

Recorded November 17, 1952, in  
Deed Book 1072, Page 112

Walter M. Lojeski and Helen, his wife  
to  
Centennial Joint School Board Authority

Walter and Helen Lojeski sold the Centennial Joint School Board Authority, "all that certain tract of land containing approximately seventy-one acres, with the buildings and improvements thereon, situate in Warminster Township, County of Bucks and state of Pennsylvania; bounded by Newtown Road on the northeast; by Centennial Road on the southeast and by the lands now or late of J. N. Hunsberger, Jr., on the southwest, excepting therefrom the tract of approximately six acres at the intersection of Street and Centennial Roads previously conveyed by Sellers to Alfred E. Daniels, as the same shall be more particularly described by a survey of William S. Erwin, Civil Engineer, which buyer shall secure at its expense, for the maximum sum of \$107,500."

November 2, 1953  
Deed

Recorded November 6, 1953, in  
Deed Book 1138, Page 309

Walter M. Lojeski and Helen, his wife  
to  
The Centennial Joint School Board Authority

The tract of land which was purchased by the Centennial Joint School Board Authority in the above mentioned deed is further described as, "all that certain tract of





land...beginning at a point formed by the intersection of the center line of Street Road (60 feet wide) with the center line of Township Line Road #367 (33 feet wide); thence extending south 53 degrees 14 minutes east along the center line of Street Road aforesaid 1490.30 feet to a point a corner; in line of land of Alfred E. Daniels, thence along said Daniel's land the next two following courses and distances, viz: (1) south 45 degrees 15 minutes west crossing the southwesterly side of Street Road 317.80 feet to an iron pin set for a corner; thence (2) south 36 degrees 04 minutes east crossing the northwesterly side of Centennial Road (33 feet wide) 737.68 feet to an iron pin set on the center line of Centennial Road aforesaid; thence extending south 52 degrees 30 minutes west 1282.10 feet to an iron pin set for a corner of land now or late of J. Newton Hunsberger, Jr.; thence extending north 45 degrees 24 minutes west crossing the northwesterly side of Centennial Road along said Hunsberger's land and crossing the southeasterly side of Township Road #367 aforesaid; thence extending north 37 degrees 18 minutes east along the center line of Township Road #367, 9516.51 feet to the first mentioned point and place of beginning containing area 70.6227 acres...for and in consideration of the sum of \$106,934.05 lawful money of the united States of America."

September 14, 1982  
Deed

Recorded September 21, 1982, in  
Deed Book 2476, Page 364

Centennial Joint School Board Authority  
to  
Upper Southampton Township Industrial Development Authority

The Upper Southampton Township Industrial Development Authority purchased two tracts of land from the Centennial Joint School Board Authority, the second tract of land being labeled Craven Hall. "All that certain, parcel or tract of land situate in the Township of Warminster, County of Bucks and Commonwealth of Pennsylvania described according to a Minor Subdivision Plan made for Centennial School District by Tri-State Engineers and Land Surveyors, Inc. dated September 29, 1978. Beginning at a point being the intersection of southwesterly side of Street Road (L.R. 252) proposed right of way line with the southeasterly side of Newtown Road (T- 367) proposed right of way, thence extending from said point of beginning along the southwesterly side of said Street Road south 53 degrees 13 minutes 30 seconds east 182.00 feet to a point a corner of other lands of Centennial School District the following two



courses and distances, (1) south 37 degrees 18 minutes 00 seconds west 220.00 feet to a point a corner (2) thence north 53 degrees 13 minutes 30 seconds west 182.00 feet to a point a corner on the southeasterly side of Newtown Road, thence along same north 37 degrees 18 minutes 00 seconds east 220 feet to the first mentioned point and place of beginning." The two tracts of land were purchased for, "the sum of one million, three hundred thousand dollars (\$1,300,000.00) lawful money of the United States of America."

September 14, 1982  
Deed

Recorded September 21, 1982, in  
Deed Book 2476, Page 381

Upper Southampton Township Industrial Development Authority  
to  
Richard G. Paolino

Richard G. Paolino purchased two tracts of land from the Upper Southampton Township Industrial Development Authority. The second parcel of land was labeled "Premises B" and was described as the same tract of land labeled "Craven Hall" in the above mentioned deed. Richard G. Paolino purchased the combined tracts of land by, "borrowing the sum of one million (\$1,000,000.00) dollars from Univest Mortgage Company."

November 29, 1988  
Deed

Recorded November 30, 1988, in  
Deed Book 2855, Page 264

Herbert Brener, Trustee in Bankruptcy for Richard G. Paolino  
and Elaine M. Paolino, debtors  
to  
Schaefer Company Builders, Inc.

Schaefer Company Builders, Inc. purchased two tracts of land, "for and in consideration of the sum of three million one hundred fifteen thousand dollars (\$3,115,000.00) lawful money of the United States of America...TRACT NO. 2: all that certain, parcel or tract of land situate in the Township of Warminster, County of Bucks and Commonwealth of Pennsylvania described according to a Minor Subdivision Plan made for Centennial School District by Tri-State Engineers and Land Surveyors, Inc., dated September 29, 1978."



November 29, 1988  
Deed

Recorded November 30, 1988, in  
Deed Book 2855, Page 270

Upper Southampton Township Industrial Development Authority  
to  
Schaefer Company Builders, Inc.

"And the said Upper Southampton Township Industrial Development Authority has executed this Indenture for the express purpose of divesting itself of record legal title to the herein described premises...for and in consideration of the sum of one (\$1.00) dollar and other good and valuable consideration lawful money of the United States of America... All that certain, parcel or tract of land situate in the Township of Warminster, County of Bucks and Commonwealth of Pennsylvania described according to a Minor Subdivision Plan made for Centennial School District by Tri-State Engineers and Land Surveyors, Inc., dated September 29, 1978. Beginning at a point being the intersection of the southwesterly side of Street Road (LR 252) proposed right of way line with the southeasterly side of Newtown Road (T-367) proposed right of way, thence extending from said point of beginning along the southwesterly side of said Street Road south 53 degrees 13 minutes 30 seconds east 182.00 feet to a point a corner of other lands of Centennial School District the following two (2) courses and distances, (1) south 37 degrees 18 minutes 00 seconds west 220.00 feet to a point a corner (2) thence north 53 degrees 13 minutes 30 seconds west 182.00 feet to a point a corner on the southeasterly side of Newtown Road, thence along same north 37 degrees 18 minutes 00 seconds east 220 feet to the first mentioned point and place of beginning. BEING PARCEL NUMBER 49-24-41-4."

June 7, 1990  
Deed

Filed March 9, 1994 in  
Deed Book 0863, Page 2133

Schaefer Company Builders, Inc.  
to  
Citizens for the Preservation of Craven Hall

The previously described parcel of land (parcel #49-24-41-4) on which Craven Hall stands was purchased by the Citizens for the Preservation of Craven Hall, "for and in consideration of the sum of one (\$1.00) dollar lawful money of the United States of America."



Appendix B  
Inventories of Past Owners  
of  
Craven Hall





Giles Craven's Inventory  
Will #2818, Bucks County Register of Wills  
Doylestown, Pennsylvania



An Inventory of the Goods and Chattles of Giles Craven Late  
of Warminster Township Deceased. Appraised by us the  
Subscribers this 13th Day of September 1798.

To Waring Apperel	22.10		22	10	--
Bonds Notes and Book Debts			749	11	--
to a Brown mare	3 Ditto	3 Harrow teeth	12/Black Cow	6	12 --
4 Brown Ditto	3.10 Brindle Ditto	4 Ditto	3.10 a	15	-- --
Black					
Heifer	30/ Twelve Sheep	4.10 a Harrow	10/ a Brier	6	10 --
Hook &					
Sundries	3/ a Hive & Bees	15/ Grind Stone	7/6 Grubhoe	1	5 6
& Spade	5/ two mawl kings & two wedges	2/6 Saws		--	7 6
Drawing					
Knife & Sundries	20/ Axes & watering pot	11/3 Buck		1	11 3
wheat	25/ Butter Boxes Hetchel & Sundries	16/ Cross		2	1 --
Cut Saw					
18/ Big wheel Rheel & Chairs	20/ Dutch fan	40/ forks		3	18 --
Half					
Bushel	7/6 Casks	2/6 Wheat Rye & Oats	21 Corn in	21	10 --
the Cribs					
13 Corn & Buckwheat in the Ground	17.10 Iron Pots		30	10	--
& Bowls					
23/ Emty Casks	22/6 and Irons Shoevel & tongs	17/6		3	3 --
Table &					
Chairs	7/6 Spinning Wheel	5/ pot rackings	5/ plates	1	1 3
3/9 Looking					
Glass	1/3 Chairs	7/6 Table & Sundries	45/ Ten Plate	2	13 9
Stove					
& Pipe	6. Bed Bedstids & Bedding	7.10 five		15	7 6
Coverlids	37/6				
a trunck	7/6 frying pan	1/ Cask & tobacco	7/6 old	--	19 --
Casks	3/				
Bed Stids & Rope yarn	5/ Chests & Sundries	2/6 Swine		3	7 6
60/					
to a Brass Kettle	40/ Clock	18 Linnen	15 Case of	35	-- --
Drawers					
6 twenty one Sheets	7.17.6 Pillow Cases	15/ Bed		14	12 6
Bedding Curtains & Bedstids	12.15 Chairs	10/ Books		17	-- --
75/					
to a Saddle & Bridle	30/			1	10 --

Appraisers James Scout  
Joseph Longstreth



Harman Vansant's Inventory  
Will #5113, Bucks County Register of Wills  
Doylestown, Pennsylvania



Inventory of the Goods, Chattels, Rights, etc. of Harman Vansant Esquire, late of the Township of Warminster, & County of Bucks, deceased, taken the 29th & 30th days of October A.D. 1823, as follows, viz.

	Dols.	Cts.
Wearing Apparel	60.	
Cash	55.	
Bonds & notes with Interest	640.05	
Book debts	121.14	

Articles in front & back parlour		
Mahogany side board	20.	
Looking glass, gilt frame	10.	
Two card tables	9.	
Half dozen yellow windsor chairs	3.50	
Pair of plated candlesticks	1.50	
Mantle ornaments	0.75	
Pair of brass andirons	3.	
One large & two small japanned salvers	1.	
Bread tray, snuffers, & small Do. [ditto]	0.75	
Carpet	8.	
One dozen small knives & forks	1.50	
Lot of China & crockery ware	8.	
Eight diaper bottle cloths & sixteen napkins	8.	
Glassware	2.	
Corner cupboard & dining table	7.	
Half dozen windsor chairs	2.25	
Silver table, tea spoons & sugar tongs	28.	
	980.44	1/4

[Page 2]

Continued & amount brought forward	980.44	1/4
Rocking & arm chair	1.25	
Looking glass	1.75	
Lot of crockery ware	0.75	
Carpet	3.50	
Andirons, tongs, & bellows	3.	
One & half dozen pewter plates	2.	

Articles in Hall or Entry		
Eight day clock	40.	
Entry carpet	2.	
Stair carpeting & rods	3.	

Articles in chambers above stairs		
Bed, bedding & bedstead No. 1 with curtains	50.	
Gilt framed looking glass	5.50	
Dressing table & cover	0.75	
Eight fancy chairs	10.	





Wash stand, pitcher, & bowl	1.25
Carpeting	4.80
Cherry chest	1.

In closets or clothpresses

Piece of grey cloth	18.
Remnants of cloth, blue & drab colored	8.
Piece of drab colored cloth (9 yds.)	18.
Bed clothes	25.

\$1179.99 1/4

[Page 3]

Continued & amount brought forward

\$1179.99 1/4

Bed, bedding, & bedstead No. 2	25.
Small breakfast table	0.75
Map of United States	2.
Bureau	5.
Case of drawers	3.
Table linens in Do.	7.
Sheets & pillowcases in Do.	10.
Lot of Books Do. Do.	5.
Chest	0.50

House Garret

Winter Apples	12.50
Two spinning wheels	3.
Pair of bedsteads	2.50
Lot of flour casks	0.50
Piece of undressed blanketing	12.
Bag & carpeting yarn	1.
Copper tea kettle	1.50
Lot of yarn	1.50
Pine chest with its contents	3.
Easy chair	0.25
Bags of dried apples, peaches, & cherries	2.50

Cellar under the house

Five empty hogsheads	6.25
----------------------	------

\$1284.74 1/4

[Page 4]

Continued & amount brought over

\$1284.74 1/4

One hogshead whiskey	40.00
Part of barrel Do.	7.20
Vinegar barrel & pickling tub	1.75
Barrell with a small quantity of rye whiskey	1.
Two kegs of currant wine	5.
Do. empty	0.25
Earthenware	1.50
Tin measures	0.75
Half barrel churn	2.



Cedar ware	0.50
Three empty hogsheads	3.75
Do. Do. barrels	1.50
Do. Do. Do. open headed	0.75
Lot of Potatoes	25.

Kitchen Cellar

One empty hogshead & two barrels	2.25
Two brass kettles	8.00
Three cedar tubs	2.25
Two soap barrels & firkin	0.50
Old kettle, bake iron, earthen pots, & jugs	0.50
Five baskets	1.25

\$1390.44 1/4

[Page 5]

Continued & amount brought forward

\$1390.44 1/4

Kitchen

Ten plate stove	11.
Kitchen andirons, shovel, & tongs	3.
Potracks	0.75
Two kitchen tables & stand	1.50
Frying pan & three candlesticks	1.
Four windsor and 1/2 dozen rush bottomed chairs	3.
Looking glass	1.
Five smoothing (or flat) irons	1.
Sundries in kitchen closet	0.50
Large iron pot & rack	2.50
Two iron tea kettles	1.50
Six iron pots	3.
Bake iron & two grid irons	1.
Tin ware	2.
Pewter ware	2.
Crockery Do.	2.
Knife box knives & forks	1.
Meal chest & tray	2.50
Brass mortar & lot of iron ware	1.
Table & safe	2.50
Crockery ware in back kitchen closet	2.
Four baskets	0.50

\$1436.69 1/4

[Page 6]

Continued & amount brought over

\$1436.69 1/4

Room adjoining the kitchen

Bed, bedding, & bedstead No. 5	12.
Looking glass	0.50
Desk	4.
Bookcase	3.



Small Do. & books	0.50
Lot of books	2.50

Chambers over the kitchen	
Bed, bedding, & bedstead No. 3	25.
Do. Do. Do. No. 4	25.
Bed curtains	1.50
Looking glass	1.
Truckle bed & bedstead	3.
Desk	4.
Bureau	5.
Bed, bedding, & bedstead No. 6	10.
Cupboard	2.
Bed, bedding, & bedstead No. 7	6.
Sundries in lower part of closet	0.50

Kitchen Garret	
Barrel with tow	0.50
Do. flax seeds	5.75
Two Do. of flax	2.50
	\$1546.94 1/4

[Page 7]	
Continued & amount brought forward	\$1546.94 1/4
Two barrels with tow	0.75
One Do. clover seeds	2.50
Chest, box of nails, two hogsheads etc.	2.
Two flax hutchels	4.
Large cask with rope yarn tow etc.	0.50
Two Do. small with Do. etc. etc.	0.60
Large spinning wheel & swift	2.
Two small Do.	1.75
Two market chests & a small quantity of salt	1.25
Lumber & sundry small articles	2.

Work shop	
Carpenters plough & groove	0.75
Maul & five iron wedges	1.25
Four iron hammers	0.50
Mason hammer & lot of old iron	0.75
Stay chains & hames	0.25
Hand saw & sundry other carpenter tools	2.
Augers	1.25
Cross cut saw	2.
Wood saw	0.75
Lot of carpenters planes	0.75
[Illeg.] & post axes	1.
	\$1575.54 1/4



[Page 8]

Continued & amount brought over	\$1575.54 1/4
Hoes, shovels & dung fork	2.50
Sledge, pick, & crowbar	2.
Broad axe & pitching axe	1.50
Grass scythes & hangings	2.50
Garden rake & pump hook etc.	0.50
Lot of rakes & tar pot	1.
Pigeon net & ropes	1.
Work benches & other lumber	1.50
Ten plate stove	5.

Shop loft	
Hogshead with flax seeds	2.
Four scythes & cradles	9.50
Lot of old scythes	1.25
Plaster of paris	1.75
Half hogshead tub & other lumber	0.50

Grind stone	1.75
-------------	------

Wagon House	
Wagon No. 1	75.
Do. Do. 2	50.
Do. Do. 3	15.
Wheelbarrow	1.50
	\$1751.29 1/4

[Page 9]

Continued & amount brought forward	\$1751.29 1/4
Ox cart	15.
Wagon & cart harness	1.50
Light wagon Do.	13.
One single set of wagon, breast chains, & old hames, & collars	5.50
Two sets of plough gears	5.
Two flax breaks & one harrow	1.

Wagon House Loft	
Lot of rotted flax unbroken	2.
Mill for dressing flax	2.50
Lot of cedar shingles	6.
Lumber	1.

Chair & Carriage Houses	
Carriage	178.
Gig & Harness	70.
Two sleighs & two sleds	22.50
Lot of wagon chains	2.
Corn harrow & cart shafts	2.
Lot of white pine boards	1.





Loft	
Buckwheat	28.
Apples	3.
	\$2110.29 1/4

[Page 10]

Continued & amount brought over	\$2110.29 1/4
Horse covers	0.50

Milk House	
28 Milk pans	2.24
2 Do. buckets	0.40
Do. open headed hogshead & barrel	1.25
Still House	
Five empty & seven open headed hogsheads	9.
14 empty barrels, 3 half barrels, & 10 gal. keg	9.

Barn	
4 open headed hogsheads	1.75
2 Dutch fans (or cleaning mills)	10.
Flax seeds	6.
Timothy seed	5.
Five empty flour casks	1.12 1/2
Pitchforks	0.67 1/2
Three bushels seed wheat	4.
Cutting box & two barn shovels	3.
Half bushel & half peck	0.50
Two wagon covers	1.50
Hay in the barn	20.
Wheat in the sheaf	2.25
19 tow linen bags	7.12 1/2
	\$2196.10 3/4

[Page 11]

Continued & amount brought forward	\$2196.10 3/4
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Barrack Yard	
Unrotted flax in bundles	2.25
Second crop hay in barrack No. 1	24.
Do. Do. Do. Do. 2	40.
Hay in barrack under the grain	84.
Do. in loft of frame stable	24.
Wheat in the sheaf in two barracks	120.
Rye Do. in one Do.	20.
Oats Do. Do. Do.	62.50

In Several Fields	
Potatoes in the ground	25.
Corn fodder	20.



Turnips	8.
Indian Corn	140.

Horses, Cows & Sheep

Bay horse	110.
Greenwich mare	85.
Bay mare & colt	70.
Sorrel Do. Do.	70.
Old grey horse	50.
Young Do. Do.	80.
	\$3230.85 3/4

[Page 12]

Continued & amount brought over	\$3230.85 3/4
Diamond mare	60.
Bay colt (Teasle)	40.
Do. Do. (Do.)	35.
Yoke of oxen, with yoke	55.
Bull	18.
Pied cow (fattening for beef)	9.
Ten mulch cows	160.
24 head of sheep	42.

Swine

16 Shoats	48.
5 Large hogs	37.

Two ploughs	7.
Do. Harrows & Swingle trees	6.50

Lot of wool & three baskets	5.50
Do. Do.	24.

Feathers & sundries	1.
Two small bags of feathers	2.
	\$3780.85 3/4

[Page 13]

Continued & amount brought forward	\$3780.85 3/4
Silver mounted sword	3.
Pair of brass barreled pistols	7.
Two hives of bees	4.00
	\$3794.85 3/4

Appraised by us  
Derrick Krewson  
Charles Vansant



Bucks County

On the 8th of November  
1823 before me appeared  
the above named appraisers  
and were duly sworn according  
to law.

William Field



Ann Eliza Vansant's Inventory  
Will #12953, Bucks County Register of Wills  
Doylestown, Pennsylvania





Inventory and appraisement of the goods, chattel and credits which were of Ann Eliza Vansant of the Township of Warminster County of Bucks and State of Pennsylvania deceased, taken, examined and Appraised this eighteenth day of December 1871.

J. Hart & Co.	note	370	
	Interest	104 70	474 70
J. Hart & Co.	note	100	
	Interest	16 30	116 30
J. Hart & Co.	note	74	
	Interest	3 18	77 18
George S. Yerkes	note	50	
	Interest	2 15	52 15
James Borleads	note	238 84	
	Interest	2 72	241 56
Wm. C. Vansant	note		26
Abn. & Benj. Stevens	note	100	
	Interest	4 30	104 30
George S. Yerkes	Bond	800	
	Interest	34 40	834 40
1 Gold Watch and Chain	Benj. Stevens		25
1 " " " "	Mrs. Suzy Cox		35
1 Doz. Silver forks	" "		12
2 Silver Butter Knives	" "		2
1/2 Doz. Silver Tea Spoons	" "		3
1/2 Doz. " Table do	" "		9
4 Medium Silver do	" "		4
1 Doz Knives & forks			5

(Page 2)

Amount brought forward		2021 59
1 Doz Knives & forks		3
1 " " " Common		1 50
Articles in room over dining room		
1 Bed, Bedding & Bedstead	15	
1 " " "	15	
1 Bureau	2	
5 Chairs, Glass and Stand	2 25	
Carpet on the floor	8 50	42 75
Small room over dining room		
1 Bed Bedding and Bedstead	10	
1 Looking glass	50	10 50
Furniture in room over Parlor		
1 Bed Bedding and Bedstead	30	
1 Bureau	4	
8 Chairs	6	
2 Looking glasses	2	



1 Stove	1	50	
Carpet on the floor	5		48 50
Parlor furniture to be sold			
1 Looking glass	12		
1 Wood Stove	4		
1 Marble top Table	4		
3 Mantle Ornaments	3		
1 Cupboard of Crockery ware	5		28
West end Sitting room			
1 Side board	5		
Settee and Chairs	8		
(Page 3)			
1 Table	3		
1 do	2		
1 Looking glass	2		
1 Coal Stove	3		
Carpet on Floor	15		38
Articles in Garret No. 1			
Sundry Small Articles	14		
7 Coverlids 4 each	28		
2 Old ones 1.50 ea.	3		
20 Linen Sheets .50c	10		
12 " Table cloths 1.	12		
7 Pair Pillow cases 40 cts.	2	80	
1/2 Doz. Towels	1	50	
3 New Blankets 3	9		
4 Bed Quilts 1.25	5		85 30
Articles in Garret No. 2			
1 Bed Bedding & Bedstead	12		
1 old Desk	1	50	
1 Stand 2 Chairs	3		
Carpet on floor		50	17
Articles in Garret No. 3			
1 Bed Bedding & Bedstead	8		
1 Bureau	1		
Stand & Glass	1		
Carpet on floor	5	25	
1 Clothes Press (in Entry upstairs)	4		
Boxes, Tubs, Barrels etc. in Cellar	6		25 25
			2321 39

(Page 4)

Articles bequeathed to R. Corson Bennet during life			
1 Eight day Clock to his son Isaac			10



Furniture in dining room & kitchen			
Crockery ware in Cupboard	3		
2 Tables	5		
8 Chairs	2		
1 Ten plate wood Stove	3		
Carpet on the floor	15		
1 Work Stand		25	28 25

Articles in Parlor			
1 Table common top	3		
1 Sofa	10		
6 Chairs	4		
2 Rocking chairs	7		
Carpet on floor	12		36

Furniture in 2nd Story west end room			
1 Bed Bedstead & Bedding	20		
1 Bureau	8		
1 Wash Stand and fixtures	10		
1 Looking Glass	1		
1/2 Doz. chairs	3		
Carpet on the floor	9		
Entry carpet " upstairs	3		
" " " down "	3		57

(Page 5)

Stock and farming Implements bequeathed to R. Corson Bennet during his natural life			
9 Cows at 40	360		
9 Sheep " 4	36 (\$32 Paid		
	one owned by R C Bennet)		
1 Bull	30 not willed		
4 Horses at 40	160	586	2
Sets Double harness	15		
1 " Single "	10	25	
1 Market Wagon	120		
1 Farm "	40		
1 Small farm "	8		
1 Old carriage	10		
1 Black top "	40		
1 Two horse carriage	50 not in will		
1 Cart and harness	30	298	
1 Pair Hay racks	10		
1 New Sled	20		
1 Fodder Cutter	25		
1 Thrashing Machine	50		
1 Fan	5		
1 Clover huller	25		
Forks and Rakes	1 75	136	75
2 Malls & Wedges	1 50		



1 Axe, hoes and Saw	2	
1 Wheel barrow	3	
1 Sleigh (3593.39)	15	not in will
1 mowing machine	75	
1 Grind Stone Corn Sheller & Stone	2	
Potts Kittle and broadline	1 50	100

(Page 6)

Amount brought over		3598 39
2 Plows 6.	12	
1 Harrow	5	
1 Roller	12	
2 Cultivators	2	31
3629.39		

Garret Krewson  
Charles Trimmer

Garret Krewson and Charles Trimmer duly Affirmed according to law say that they have well and truly and without prejudice or partiality valued and appraised the goods and chattels which were of Ann Eliza Vasant late of Warminster Township in the County of Bucks deceased and in all respects performed their duty as appraisers to the best of their skill and judgement.

Garret Krewson  
Charles Trimmer

Sworn and subscribed before me December 18th 1871. Benjamin Yancleve.





Appendix C  
Rental Policies



## RULES AND CONDITIONS FOR BOLINGBROKE

1. The Bolingbroke Supervisor is responsible for opening and closing the building and must be on the premises at all times. He or she is responsible for the building only.
2. The Bolingbroke Director must be informed as soon as possible of the name of the caterer. Caterers, florists and cake delivery people are permitted up to three hours prior to the event. Four hours are allowed for the party and caterers are allowed clean-up time. Building must be left in a clean and orderly condition (see Rules and Regulations for Caterers.) The Bolingbroke Director must be notified as soon as possible the names of the caterers, etc.
3. If the Licensee or caterer wishes to bring supplies to Bolingbroke on the day before the event, prior arrangements must be made with the Director of Bolingbroke, 688-3048.
4. All music must be played indoors with the exception of ceremonial music. Music must cease at 9:00 p.m. No disc jockeys are permitted. All guests must leave by 10:00 p.m. and the building vacated by 11:00 p.m.
5. Bars will close fifteen minutes prior to the end of the event. This must be done quietly without announcement.
6. Beer kegs may be used out of doors.
7. Any and all individuals using Bolingbroke must consult a competent insurance carrier and caterer regarding the *Host Liquor liability* laws.
8. The living room rug is taken up and stored from mid-May to mid-October. If desired the rug may be taken up in other months by special arrangement with the Director. This requires a nominal charge.
9. Guests must be made aware that parking in the church lot is expected. See map insert on flyer. *Parking on the grass or driveway is prohibited.*
10. No flatware, cooking utensils or dishes are provided by St. Martin's.
11. The following are prohibited:
  - a. thumb tacks, nails or tape on walls or woodwork.
  - b. moving of large pieces of furniture.
  - c. throwing of rice, birdseed, confetti or paper rose petals.  
(exception - fresh flower petals)
  - d. candles on the window sills and/or coffee table. Candles may stand in fireplaces but no woodburning fires are allowed.
12. If the wedding ceremony is taking place on site guests may not enter the building until one-half hour before. The bridal party is allowed in one hour before.
13. Licensees must remove wedding gifts, guest book, liquor, etc. at the end of the party.

Rev. 5/91



# BOLINGBROKE CONTRACT

AGREEMENT, Between ST. MARTIN'S CHURCH (Licensor) and

\_\_\_\_\_ (Licensee).

1. Licensor gives licensee permission to use its parish house (*Bolingbroke*) on \_\_\_\_\_, 19\_\_ from \_\_\_\_\_ to \_\_\_\_\_.
2. In consideration for the use of Bolingbroke, Licensee shall pay \$300.00 as a security deposit upon Application for use, and a license fee of \$ \_\_\_\_\_ thirty days prior to the date of use.
3. If Licensee fails to pay the license fee thirty days prior to the date of use, this Agreement shall be cancelled.
4. The security deposit shall be returned to Licensee a) in the event Licensee cancels this Agreement six months before the date of use, or b) within thirty days after the date of use, but only to the extent that the security deposit is not needed to repair damage to the premises caused by Licensee's use.
5. Licensee shall, at Licensee's expense, immediately following the use of Bolingbroke, cause all damage to any part of Bolingbroke to be repaired so that Bolingbroke is restored to the same condition it was in immediately prior to Licensee's use.
6. Licensee hereby agrees to indemnify and hold harmless Licensor, its directors, officers, employees and members from any and all liability, loss, damage, claim, expense and cost (including counsel fees incurred in defending any claim) directly or indirectly resulting from Licensee's use of Bolingbroke, including but not limited to claims for property damage, personal injury and death.
7. Licensee assumes all responsibility for security during the time of Licensee's use, and Licensor assumes no responsibility for any loss or theft during such use.
8. **Rules and Conditions** are attached to, and made part of, this Agreement and are binding upon Licensee.
9. Licensor ~~agrees~~ to make all reasonable efforts to maintain Bolingbroke in attractive and orderly condition for Licensee's use, but assumes no responsibility for problems resulting from severe or prolonged inclement weather, power failure or any other unpredictable circumstance.
10. This Agreement may not be assigned or transferred.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

ST. MARTIN'S CHURCH  
400 KING OF PRUSSIA ROAD  
RADNOR, PENNSYLVANIA 19087

By \_\_\_\_\_

\_\_\_\_\_  
Licensee  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
PHONE ( ) \_\_\_\_\_



# THE PEARL S. BUCK FOUNDATION, INC.

P.O. Box 181, Green Hills Farm • Perkasio, PA 18944-0181  
(215) 249-0100 • (800) 220-BUCK • FAX (215) 249-9657

## RENTAL POLICY

### SUPPLEMENT #1

1. OCCUPANCY LIMITS:  
For lunch or dinner - waiter service 90  
For lunch or dinner - buffet service 90  
For cocktail functions - butler service 135 (some seating)
2. TIME LIMIT:  
Four hour for social functions - additional charge per hour over 4 hours.
3. CATERERS:  
Caterers must furnish proof of insurance. Client is responsible for making catering arrangements. Catering costs are in addition to rental fee and are the responsibility of the Lessee.
4. DELIVERIES:  
The client must arrange for delivery of all rentals, including flowers, to arrive at a specific time no sooner than 24 hours in advance of function and they must be removed no later than the first working day after the function.
5. ALCOHOLIC BEVERAGES:  
Served on upper terrace of house, interior of barn or tent (no exceptions). Under no circumstances are alcoholic beverages to be sold. Liquor must be served by a licensed bartender or employee of the caterer. Bar must close one hour before the scheduled end of the party. Keg beer is not permitted.
6. MEMBERS, GUESTS, CONTRACTED PERSONNEL:  
Lessee must inform all of Lessee's members, guests and contracted personnel of Lessor's terms and conditions. Lessee will be responsible for any deviations by members, guests and contracted personnel of Lessee.



Dedicated to the education and general welfare of the displaced children of the world





# THE PEARL S. BUCK FOUNDATION, INC.

P.O. Box 181, Green Hills Farm • Perkasi, PA 18944-0181  
(215) 249-0100 • (800) 220-BUCK • FAX (215) 249-9657

Supplement #1  
Page 2

7. **DAMAGES:**  
The Lessee shall be liable for any damages to Lessor's premises and property caused by Lessee's members, guests or contracted personnel. The Lessee shall indemnify and hold harmless the Lessor from any liabilities, costs or damages based on or in any way arising out of Lessee's use of premises and equipment for your function; or based on, or in any way arising out of, any violations of the terms of this agreement or of any applicable laws, ordinances or regulations by Lessee and/or Lessee's personnel. Lessee must execute a hold harmless agreement, a copy of which is attached hereto.
8. **CANCELLATION(S):**  
In the event that the Lessor, in its discretion, determines at any time that any violation of the terms of this agreement or any applicable laws or regulations is likely to occur in the use of the premises and equipment of Lessor for the reserved function, Lessor reserves the right to cancel the reserved function. If such cancellation should occur, Lessor shall not be liable either to Lessee or his contracted personnel for any of the charges and/or deposits made to the contracted personnel.
9. **USE OF LESSOR NAME:**  
No use of the name, "The Pearl S. Buck Foundation" or "The Pearl S. Buck House" can be used in connection with the notices of this reserved function except for the identification of the location of the function by the Lessee without express written consent of the Lessor. A copy of all announcements, publications or advertisements by the Lessee shall be made available to the Lessor prior to distribution.
10. **SECURITY DEPOSIT REFUND POLICY**  
The policy of the Lessor to refund part or all of the security deposit is as follows:
  - A. Cancellation 90 days before requested date: FULL refund
  - B. Cancellation 60 - 89 days before requested date: 60% refund
  - C. Cancellation 30 - 59 days before requested date: 30% refund
  - D. Cancellation less than 30 days before requested date: NO refund
  - E. Assessment of any damages by The Pearls S. Buck Foundation will determine refund of security deposit in full or part within 7 days of completion of utilization.



Dedicated to the education and general welfare of the displaced children of the world



# THE PEARL S. BUCK FOUNDATION, INC.

P.O. Box 181, Green Hills Farm • Perkasi, PA 18944-0181  
(215) 249-0100 • (800) 220-BUCK • FAX (215) 249-9657

## SUPPLEMENT #2

### FEE GUIDELINES FOR RENTAL FACILITIES

\$1,200.00:	Four hour rental
\$500.00:	Wedding ceremony only. Includes one hour rehearsal time, two hours for arrival and departure of guests and wedding party. No food or drink permitted.

Rentals exceeding four hours will be charged at \$300.00 per hour.

After midnight, hourly rental is charged at \$450.00 per hour.

A \$1,000 security deposit is due with the signed contract to secure rental.

**Rental fee is due in full 30 days prior to rental date.**

Guided tours of the Pearl S. Buck House may be arranged in advance for an additional fee.  
Please request tours one month before event.



Dedicated to the education and general welfare of the displaced children of the world



# CLIVEDEN

of the  
NATIONAL TRUST

6401 Germantown Avenue, Philadelphia, Pennsylvania 19144 (215) 848-1777 FAX (215) 438-2892

## Rental and Special Property Use Policies and Prices

### A. Purpose

Under certain conditions, rentals or Special Property Use (SPU) of the Cliveden grounds and carriage house will be permitted by outside organizations or individuals in keeping with already established National Trust policies, and in keeping with the current contract for such use. The purpose of these events will be to generate income for general operations at Cliveden.

### B. Administration

The rental or SPU of the Cliveden grounds and Carriage House will be handled by an agent or Cliveden staff person who will field the telephone calls, schedule appointments, oversee contracting, and be present during the event. Contact for this purpose will be Anne Roller or Jennifer Esler.

### C. Regular Rates

Rental fee is \$900 per day (up to 8 hours) on weekends. Fee is \$450 per day during the business week, normal business hours of 9:00 am to 5:00 pm. For access to the site outside these hours, there will be an additional fee of \$25 per hour.

### D. Non-Profit Rates

Certain local non-profit organizations may rent the facilities for special uses at a reduced rate depending on the time of the event and the willingness of a Cliveden staff person to be responsible for it. (Please note that a half-day meeting is up to 4 hours; a whole-day meeting is between 4 and 8 hours.)

Weekdays; 8:30 - 5 pm staff supervised half-day meeting	\$150
Weekdays; 8:30 - 5pm staff supervised whole day meeting	\$300
Weeknights/weekends; up to 4 hours	\$200
Weeknights/weekends; 4 to 8 hours	\$400

This fee scale does not apply to regular meetings of community or professional organizations in which Cliveden caretakers or professional staff members regularly participate, and which further Cliveden's mission.



#### D. Services Provided

The rental fee for weekday meetings includes table/chair set up and breakdown, taking telephone calls during regular working hours and posting them on a board, use of the telephone on the guide's desk, and use of our photocopier/fax machine for \$.25 per copy. We can arrange to loan our coffee pot to large groups.

#### E. Scheduling

All events will be scheduled on a first-come, first-serve basis -- including educational events. If a rental is tentative, and other Cliveden programs have a potential conflict, then the organization which has tentatively scheduled will be notified that they have 48 hours to confirm or forfeit the tentatively scheduled date.

#### F. Use of Cliveden Equipment

We will permit the use of our tables, chairs and picnic tables at no cost to the renters. Caterers may not use our coffee pots or other equipment. Caterers and/or renters may not use our trash cans, and must remove their own trash.

#### G. Parking

Renters may not park on the Cliveden grounds or in the staff lot. Only street and church parking is available. Renters take responsibility for obtaining a parking permit from the Second Baptist Church. Application for the permit is enclosed.

#### H. Crowd Control

There will be an adult presence at all times with the renters during the course of a rental of Special Property Use event. The event supervisor will have the authority to enforce the following policies: 1) nothing may be done to permanently alter the physical fabric of the property; 2) nothing will be done to endanger human beings, animals, trees, structures, or collection objects; 3) no one shall have access to or be left alone in the main house or carriage house at any time.





# CLIVEDEN

of the  
NATIONAL TRUST

6401 Germantown Avenue, Philadelphia, Pennsylvania 19144 (215) 848-1777 FAX (215) 438-2892

Thank you for your interest in Cliveden. We have tentatively reserved the Carriage House of Cliveden on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ for \_\_\_\_\_ persons, to be hosted by you.

Your reservation will be confirmed upon receipt of the duplicate copy of this letter of agreement, signed by you and accompanied by a deposit in the amount of \$ \_\_\_\_\_ (50% of the rental fee). The balance of \$ \_\_\_\_\_, plus anticipated staffing fees of \$25 per hour for each hour you are on the site outside the normal business hours of 9:00 am to 5:00 pm, will be payable at least seven (7) days prior to the event.

Your deposit is forfeit if you cancel within thirty (30) days of the scheduled event. If you cancel with more than thirty (30) days notice, half your deposit will be returned.

In requesting the use of Cliveden, you agree to assume full financial liability and responsibility for any damage to or loss of objects or property belonging to the National Trust for Historic Preservation or Cliveden, Inc. and for any personal injury incurred during or as a result of such use. Toward that end, you, at your expense, agree to obtain insurance with a company satisfactory to the National Trust against claims for bodily injury or property damage under a policy of general public liability insurance in an amount not less than \$300,000.00 for bodily injury and \$100,000.00 for property damage. Such policy shall name both the Trust and yourself as parties insured. You shall furnish the Trust with a certificate of such insurance at least seven (7) days prior to the event.

You also agree to abide by the attached list of procedures governing special use of the property.

This agreement may be canceled without penalty to Cliveden of the National Trust if, in the opinion of the Executive Director, any portion of the property necessary to the intended use has become unsafe or unsuitable for such use. In such an eventuality, the proposed event may be rescheduled for a date mutually acceptable to Cliveden, Inc. and to you. If rescheduling is not feasible, the use deposit will be refunded.

If the foregoing correctly states your understanding of our agreement, please sign and return the attached copy of this letter at your earliest convenience. If we do not hear from you within two weeks after the date of this letter, your reservation will automatically be canceled.

Thank you for your interest in Cliveden. If you have any questions, please do not hesitate to call me at 848-1777.

Sincerely,

Jennifer Esler  
Executive Director  
Cliveden Inc.

(over)



I understand and agree to abide by the terms of this contract.

---

(Signature)

---

(Print Name, Address, Day Time Phone)

---

(Date)

A Co-Stewardship Property of the National Trust for Historic Preservation





# DuPortail House

at Chesterbrook

## FEE SCHEDULE

**Fees Include:** A four hour event plus two hours for set-up and one hour for clean-up; use of grounds and outdoor gazebo; second floor sitting room (bridal party only); tables (6/60", 10/48" and 7/36" rounds) and 150 white fanfare chairs; six foot banquet tables and full kitchen for caterer. A 20' X 30' white frame tent with rolled sides and lighting covers the patio from April until December (seating space for 60 guests).

**Variations:** Fees can vary depending on usage, time of year or number of guests. Reductions may be offered for meetings, off-season or very small parties; rates may be slightly higher in December or for parties over 200. Additional equipment rentals (tables, chairs, space heaters, tents, etc.) are arranged by DuPortail House and billed to the lessee. Valet parking is required for most events with over 100 guests and is arranged by DuPortail House and billed to lessee. Valet fees are based on guest count, length of event and time of year. Lessee must choose caterer from DuPortail House approved list only.

### Reception \* Rehearsal Dinner \* Lunch \* Picnic \* Private Party

Monday through Thursday (10PM curfew)	\$ 500
Friday (midnight curfew)	\$ 700
Sunday (10PM curfew)	\$ 900
Saturday (midnight curfew)	\$1100
Saturday day or evening* (midnight curfew)	\$1100
Saturday Peak Season Surcharge	\$ 500

Additional Event Hours	\$ 150
Additional Set-Up Hours	\$ 75
Rehearsal Fee (one hour as available)	\$ 75

Additional Tenting	\$ 600+
Valet Parking	\$ 150+
Tent Heater/Fan	\$ 75+

\*Two events are held on Saturdays during peak season: May, June, September, October and December. Event hours are as follows: day (11AM to 12PM start, 4PM end) or evening (7PM to 8PM start, 11PM or midnight end). Both parties must use the same caterer on these Saturdays. First party reserved has the choice of caterer for both events. Please note: Saturdays during these five months may be reserved for a single (any 4 to 5 hours) party. There is a surcharge of \$500 for this type of reservation.

Contributions to DuPortail House, a non-profit entity, may be deductible within the limits of the law and IRS regulations. This donation may result in a percentage off of the basic rental fee only and does not pertain to additional hour fees, surcharges or any other fees.

### Approved Caterer's List

Aunt Bea's	610.644.6785	Betty the Caterer*	215.224.8400
Cricket Catering	610.642.3440	Feastivities	610.889.0750
Feast Your Eyes	215.923.9449	Finley Catering	610.446.6400
Jack Francis	610.825.0776	Jeffrey Miller	610.622.3700
Pace One	610.459.3702	Queen of Hearts	610.889.0477
	Peachtree & Ward	215.657.3111	

\*Kosher and non-Kosher Catering  
1/96

297 Adams Drive • Wayne, Pennsylvania 19087 • (610) 644-4840





The Bucks County  
Historical Society

Mercer Museum ■

Spruance Library ■

Fonthill Museum ■

January, 1996

Dear Client,

Thank you for selecting Fonthill Museum for your special event. Fonthill is truly a unique and special place and promises to be a memorable setting. Fonthill's architecture, tile installations, and artifacts are renowned throughout the country as a National Historic Landmark.

We have chosen Memorable Affairs, Inc. as the exclusive caterer for Fonthill because of their vast experience and professionalism. We trust you will find Memorable Affairs' food selection to be of the highest quality and their service impeccable. The staff at Memorable Affairs will work with you individually to insure that all your needs are met and the details of your event are well planned.

We do ask that you remember that Fonthill is a museum, and all of the objects, furniture, and tiles in the house are artifacts. In order to preserve this historic site, please refrain from touching, sitting on, or otherwise disturbing artifacts in the Museum. Please understand that you are responsible for the actions of your guests.

Review the enclosed **Fonthill Museum Facility Use Agreement**. Please sign and return one copy with your 50% deposit (\$300). Deposits are non-refundable. The balance (\$300) is due the day of your event. Checks for facility rentals should be made out to Fonthill Museum, 84 S. Pine Street, Doylestown, PA 18901.

Again, we are delighted that you have chosen Fonthill and Memorable Affairs to host your evening.

Sincerely,

David April  
Fonthill Site Administrator

4 South Pine Street  
Doylestown, PA 18901-4999  
215-345-0210  
FAX 215-230-0823  
Fonthill 215-348-9461



Accredited by the American Association of Museums





**Fonthill Museum Facility Use Agreement**

1. Rates for facility rentals of Fonthill Museum is \$600. Fonthill is available for rentals Monday-Sunday 5:00 - 11:00 PM and Sunday mornings 8:00 to 11:30 AM. Additional hours are subject to approval and will be billed to the Client at One Hundred Fifty Dollars (\$150.00) per hour payable the evening of the event.
2. Memorable Affairs is the exclusive caterer for Fonthill Museum. Clients may only contract with Memorable Affairs for catering services. Clients must work directly with the Memorable Affairs staff in planning the event.
3. The Facility Use Agreement includes Fonthill's Entry Hall, Conservatory, Library, Saloon, Kitchen, and first floor restrooms. The Facility Use Agreement does not include: access to other areas of the building; access to terraces; guided tours; nor exclusive use of the surrounding grounds. Capacity is limited to a maximum of 52 people. The Saloon capacity for seated service is 42 and 10 in the Library.
4. No collection or other objects shall be moved or touched without the permission of the Property staff.
5. Nothing will be done to mar the walls, floors or other finishes of the Property.
6. Decoration and flowers are allowed on event furniture only. No decorations or flowers are allowed on collection items and may not be placed on or attached to mantels, walls, columns, doors, windows, and floors.
7. Candles are allowed on event furniture only and must be covered with glass globes.
8. Due to vibrations and space limitations, DJs, bands, or dancing are not allowed. Background music is allowed subject to approval of Fonthill.
9. Tours are available and arrangements must be made one month in advance through David April, Fonthill Site Administrator, 348-9461. Tour rates are separate from the Facility Rental Fees. Tour rates are: Adults \$5; Sr. Citizen \$4.50, Ages 6-17 \$1.50.
10. A 50% non-refundable deposit (\$300) is due to reserve your date. Full payment (\$600) is required the day of the event. Checks are payable to Fonthill Museum, 84 S. Pine Street, Doylestown, PA 18901.
11. The date of the rental is:\_\_\_\_\_.

I hereby agree to the above terms.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fonthill Museum

\_\_\_\_\_  
Date



The Bucks County Historical Society  
Fonthill Museum Facility Use Agreement

This Agreement made and executed this 1st day of July between The Bucks County Historical Society (hereinafter referred to as "BCHS) and MEMORABLE AFFAIRS (hereinafter referred to as the "Company").

WHEREAS, the Company is desirous of using FONTHILL MUSEUM (hereinafter referred to as the "Property") and its facilities for the purpose of:

CATERING

and, WHEREAS, the BCHS is the administrator of said property; and,

WHEREAS, the BCHS and the Company have mutually agreed that said use of the property will be of temporary duration limited to the period

July 1, 1995 to July 1, 1996 or a total of ONE YEAR; and,

WHEREAS, the Company has agreed to protect and otherwise indemnify the BCHS by procuring insurance coverage from a responsible and reputable company; and,

WHEREAS, the Company has consented to furnish proof of the aforesaid insurance provision to The Bucks County Historical Society, 84 S. Pine Street Doylestown, PA, 18901 in the amount of \$1,000,000.00 (One Million Dollars) combined single limit liability for bodily injury and property damage coverage. The BCHS is to be named as an additional insured in all necessary policies; and,

WHEREAS, the Company agrees to indemnify, defend and save harmless, the BCHS, and all its officers and employees, from any and all suits and actions to every name, nature and description brought against them or any of them for or on the account of any damages or loss sustained by any party through the Company or its agents, servants or employees in the performance or subsequent to the completion of the agreed use of the Property under the this agreement whether such injury or damage be due to the negligence of the inherent nature of the agreed use. It is not the intention of this section or of anything herein provided to confer a third party beneficiary right of action upon any person whatsoever and nothing hereinbefore or hereinafter set forth shall be constructed so as to confer upon any person other than the BCHS a right of action either under this agreement or in any manner whatsoever.

IT IS HEREBY mutually agreed that the rental fee for the Property for the terms above mentioned will be Six Hundred Dollars (\$600.00) per rental. A fifty percent deposit is required by the Company's Client upon signing a Facility Use Agreement with the balance due the day of the rental.



Fonthill Museum Facility Use Agreement (cont.)

SAID RENTAL PAYMENT is payable to FONTHILL MUSEUM and mailed to Fonthill Museum/Bucks County Historical Society, 84 S. Pine Street, Doylestown, PA 18901.

COMPANY accepts use of said Property and its facilities upon the said terms and further agrees to the following covenants, stipulations and conditions:

1. BCBS grants the Company exclusive catering rights at the Property, excluding events held by and for the BCBS.
2. The Company agrees to be held liable for any and all damages and further agrees to repair or have repaired to BCBS' specifications any and all damages caused to the Property as a result of the Company's and their client's activities, and to leave the Property in substantially the same condition it was prior to entry thereon. Due to the historic nature of the property, any necessary repairs must be performed to BCBS' specifications.
3. The Company agrees to conduct its operations in an expeditious and workmanlike manner, with minimal disruption and dislocation of the activities of the Property. This agreement is limited to the building, Fonthill, and does not include the surrounding grounds. The space available for catering functions is strictly limited to Fonthill's Entry Hall, Conservatory, Library, Saloon, Kitchen, and first floor restrooms. Five 48" tables with chairs may be placed in the Library. One buffet table may be placed in the Entry Hall and the Conservatory. When not in use for table seating, a buffet table may also be set up in the Library.
4. The Company agrees to limit guests to a maximum of fifty (50). The Company is responsible for the conduct of all guests and Company employees. The Company is responsible for actively monitoring guests for compliance of museum rules.
5. The Property is available for rentals Monday-Sunday between 5:00 PM and 11:00 PM, and in addition, from 7:00 AM to 11:30 AM on Sundays. The Company may have access to the Kitchen no sooner than 4:30 PM. Set up in the rest of the museum and arrival of guests may not occur until 5:00 PM when the museum closes.
6. The Company agrees to conclude all functions including the departure of guests and clean up by 11:00 PM, and by 11:30 AM on Sunday Mornings. Additional hours will be billed to the Company and/or the Company's Client at One Hundred Fifty Dollars (\$150.00) per hour payable the day of the event. The Company must staff the event until the function is entirely concluded.
7. The Company agrees to be the primary contact with clients. The Company is responsible for showing the facility to clients during museum hours. No drop-in visits will be accommodated. Clients who have not visited the property should be encouraged to do so before negotiating with the Company. Clients will be accommodated through the available one-hour guided tour and must make reservations by calling 215-348-9461.



Fonthill Museum Facility Use Agreement (cont.)

8. The Company must confirm all bookings by phone with David April, Fonthill Site Administrator, before entering into an agreement with renters. At least fourteen days advance notice of the facility rental is required in writing, stating the name of the renter, the nature of the function and the hours required.

9. The Company agrees that no smoking or cooking is allowed inside Fonthill. Cooking may be done outside the building. Limited kitchen facilities are available for food preparation and warming only. Necessary catering vehicles may be parked behind the building with access to the Kitchen. All other vehicles must be parked in the designated parking area.

10. The Company agrees not to touch or move any collection items without the permission of the Property staff. Three collection tables are available for use and will be covered by the Property Staff with plastic cloth for their protection. These may be used for service of room temperature/cold food. Liquids are not permitted on these surfaces. The Company staff has primary responsibility to ensure that glasses and dishes are not placed on any museum surfaces other than these.

10. The Company agrees to comply with all applicable laws and regulation of the Commonwealth of Pennsylvania in carrying out this agreement. In utilization of facilities under this lease agreement the Company will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, or handicap.

11. Exhibit(s) \_\_\_\_\_ are attached hereto and made part of this agreement.

12. This agreement may be terminated by the BCBS at anytime, if it is determined that the Company's use of the property is not in accordance with the agreed upon purpose or if the Company's use has imposed any damage or harm whatsoever to the Property or the BCBS.

IN WITNESS WHEREOF, the undersigned have executed these presents the day and year first above written.

FOR COMPANY:

FOR BCBS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Jack Skudris, President  
Name & Title

David April, Site Admin.  
Name & Title

Memorable Affairs, Inc.  
Company

Fonthill Museum/BCBS  
Property



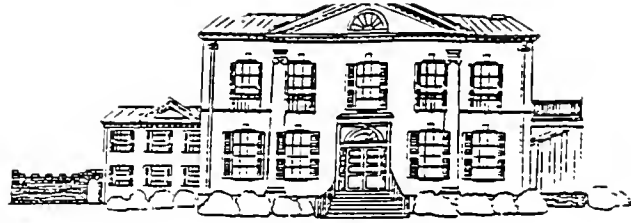


Fonthill Museum Facility Use Agreement (Exhibit A)

Rental Rules & Regulations

1. Rates for facility rental of the Property is \$600. The Property is available for rental Monday-Sunday 5:00 - 11:00 PM and Sunday mornings 8:00 to 11:30 AM. Additional hours are subject to approval and will be billed to the Company's Client at One Hundred Fifty Dollars (\$150.00) per hour payable the evening of the event.
2. The Facility Use Agreement includes Fonthill's Entry Hall, Conservatory, Library, Saloon, Kitchen, and first floor restrooms. The Facility Use Agreement does not include: access to other areas of the building; access to terraces; guided tours; nor exclusive use of the surrounding grounds.
3. No collection or other objects shall be moved or touched without the permission of the Property staff.
4. Nothing will be done to mar the walls, floors or other finishes of the Property.
5. Decoration and flowers are allowed on event furniture only. No decorations or flowers are allowed on collection items and may not be placed on or attached to mantels, walls, columns, doors, windows, and floors.
6. Candles are allowed on event furniture only and must be covered with glass globes.
7. Due to vibrations, no DJs, bands, or dancing are allowed. Background music is allowed subject to approval by Fonthill Museum.
8. Tours are available and arrangements must be made in advance through David April, Fonthill Site Administrator, 348-9461. Tour rates are separate from the Facility Rental Fees. Tour rates are: Adults \$5; Sr. Citizen \$4.50, Ages 6-17 \$1.50.





September, 1995

## The Highlands

### RULES AND REGULATIONS

1. The Agreement between The Highlands Historical Society and the User is non-transferable.
2. Liability of The Highlands Historical Society and the Commonwealth of Pennsylvania for any error in booking which requires cancellation of the event shall be limited to returning to User any sums paid to The Highlands Historical Society.
3. Renting The Highlands is not tax deductible as a charitable contribution. "Under Internal Revenue Service guidelines, the estimated value of the benefits received by you in return for your rental paid is substantial and equivalent to the expended amount. Therefore, none of your payment is deductible as as a charitable contritution." Per Mathieson, Aitken, Jemison, Certified Public Accountants.
4. If User is serving food or liquor, User shall select a caterer approved by The Highlands Historical Society. User will make his/her own arrangements with the caterer. User shall be responsible for the caterer's abiding by The Highlands Historical Society's catering rules attached to this contract.
5. Any organization or individual renting The Highlands must provide a leader or coordinator who will monitor and take responsibility for the orderly behaviour of the group. Their representative must meet with a representative of The Highlands Historical Society prior to the event.
6. The maximum number of people permitted for any event in the mansion is 150 (for a buffet/station reception) and 120 for a seated meal. User is permitted only on the first floor and immediate grounds of the mansion.
7. The Highlands is a *NON-SMOKING* building. No flames of any kind, including candles and fires in the fireplaces, are prohibited in the Mansion at all times.
8. Balconies off the Bride's and Groom's rooms are off limits. Do not step on these balconies for any reason.

HIGHLANDS HISTORICAL SOCIETY • 7001 SHEAFF LANE • FORT WASHINGTON, PA 19034 • (215) 641-2687



9. All events must conclude by 11:00 p.m.
10. No decorations may be hung on the walls, ceilings, stairs or windows.
11. Any seasonal decorations or furniture in place at The Highlands shall not be removed or disturbed by the User.
12. The playing of music, whether live or recorded, and other sound reproduction must be approved in advance by The Highlands Historical Society. Sound amplification outside the mansion is prohibited.
13. Dancing is permitted only in areas designated by The Highlands Historical Society.
14. Vehicles are to be parked in the Parking Lot only. **Do Not Park** in the driveways. For rentals of more than 100 persons, a parking service is recommended. Parking in front of the mansion is prohibited by the Fire Marshal.
15. The use of illegal drugs or other illegal substances is prohibited.
16. The Highlands Historical Society permits only the use of real rose petals or bird seed upon the departure of the bride and groom and these must be tossed outside of the mansion.
17. Rental deliveries including floral arrangements, trees and cakes must be arranged during the hours of The Highlands' staff (10:00 - 2:00 daily) or at the time the caterer will be on site (two and one-half hours prior to the event). Weekend deliveries must be scheduled through the office. Rental equipment and other materials must be picked up Monday after the event by 2:00 p.m. unless, at the request of The Highlands, they are to be picked up earlier.
18. Tenting the terrace is permitted with special approval from The Board..

FAILURE TO COMPLY WITH ALL OF THE ABOVE RULES AND REGULATIONS MAY  
RESULT IN A PARTIAL OR TOTAL FORFEITURE OF THE USER'S SECURITY DEPOSIT



September, 1995

**THE HIGHLANDS  
CATERER'S GUIDELINES**

1. The caterer is responsible for obtaining an insurance policy for \$1,000,000. including liquor liability and naming The Highlands Historical Society and the Commonwealth of Pennsylvania as additional named insured. This policy is to be presented to The Highlands 90 (ninety) days prior to the event you are catering.
2. The Highlands is a NON-SMOKING historic mansion. No ashtrays are to be distributed through the house. No open flames are permitted in The Highlands at any time.
3. Rental deliveries and pick-ups must be arranged during the working hours of the Highlands staff (10:00 a.m. - 2:00 p.m.). All equipment must be removed from The Highlands the Monday after the event unless at the request of The Highlands another arrangement is made. Please alert your delivery companies to this rule. The Highlands is not open on Sundays.
4. Preparation and clean-up must be limited to two and a half hours before the event and two hours after the event is complete. When your employees arrive at The Highlands, please have them park in the far corner of the parking lot. Parking in any of the driveways or on the grass is prohibited.
5. Damp mop the kitchen floor and pantry floor before leaving with dish soap *NO DETERGENT*. Also, damp mop bar areas and any other area where spills have occurred. Equipment is located in the kitchen closet Please note if a bar is located outside the mansion, you are responsible for picking up any debris around the bar area i.e. napkins, stirrs, etc.
6. Wipe all counter tops, tables and refrigerators inside and out and particularly all stove tops must be thoroughly cleaned. The insides of the stoves must be left as they were found.
7. Sweep floors of rooms where food and beverages were served, including the front hall.
8. Stack tables and chairs after use, as originally found.
9. Bring and use own trash bags. Dispose of all trash in the dumpster adjacent to the kitchen porch. Recycle clear and colored glass, plastic and aluminum containers. Containers for these items are next to the stone wall.
10. The gardens and lawn must be checked carefully for cigarettes, cans, plastic glasses, etc. It is your responsibility to leave the grounds immaculate.
11. All dirty linens must be properly bagged and/or stored and all dirty dishes must be thoroughly rinsed.
12. Check the bride's and groom's rooms on the second floor for dishes, glasses, etc.
13. Notify our caretakers when you are finished. They will do a walk through and ask you to sign a check out form.

FAILURE TO COMPLY WITH THESE GUIDELINES MAY RESULT IN A PARTIAL OR TOTAL  
FORFEITURE OF THE USER'S DEPOSIT MONEY





## FLORIST GUIDELINES

Decorations may be hung on the walls and windows only where hanging devices are already in place. Nails, tacks, adhesive tape or duck tape may not be used.

Decorations are limited to table decorations, free standing decorations or decorations on the mantels. Only battery operated candles may be used.

Deliveries of floral arrangements and trees must be arranged during the hours of The Highlands' staff (10:00 a.m.-2:00 p.m.) or during the time the caterer is here for the event.

It is requested that all floral displays be removed on the Monday after the event between the hours of 9:00 a.m. and 2:00 p.m.. Under certain circumstances, we retain the right to ask that all decorations be removed at the end of the event.

THE HIGHLANDS  
215/641-2687  
January, 1996



## THE HIGHLANDS FACT SHEET

LOCATION:	Central Montgomery County, Pennsylvania
ADDRESS:	7001 Sheaff Lane, Fort Washington, PA 19034
TELEPHONE:	215/641-2687
FAX:	215/641-2556
DISTANCES:	19 miles northwest of center city Philadelphia 2 miles from the PA Turnpike exit #26 (Ft. Washington) and Route 309 1 mile from the intersection of Butler Pike and Rte. 73 (Skeppack Pike) 1 mile from the Ambler Railroad Station and 2 miles from the Ft. Washington Railroad Station 4 miles from the end of the Blue Route (Exit 9) (Plymouth Road)
PARKING:	For 70 cars
ROOMS:	<b>Parlour:</b> 20'x 23' 460 square feet, with exit to hallway  <b>Library:</b> 20'x 20' 400 square feet, with exit to outside terrace, hallway and dining room  <b>Dining Room:</b> 15' x 18' 270 square feet, with an exit to the verandah, hallway and library  <b>Verandah:</b> 14'x 50 755 square feet, with exits to hallway, dining room, kitchen, back porch and breakfast room  <b>Hallway:</b> 14'x 39' 556 square feet, with exits to parlour, library, dining room, kitchen, hallway, and library  <b>Bathrooms:</b> Two half-bathrooms, one in between the library and dining room and the other under the stairs  <b>Cloak Room:</b> Under the stairs
GARDENS:	Gardens are included with the rental of the mansion
EQUIPMENT:	Round tables (10 @ 60"), rectangular tables (6 @ 72"), 100 folding chairs
KITCHEN:	Two ovens, two refrigerators, two burner stove, and two sink areas
PAY PHONE:	Located on first floor
September, 1995	



# AGREEMENT FOR USE OF HOPE LODGE GROUNDS

HOPE LODGE: 553 Bethlehem Pike, Fort Washington, PA 19034

Your Name	_____
Company Name	_____
Your Title	_____
Address	_____ _____
Phone number	_____
Date/hours of event	_____
Description of event	_____
Caterer <input type="checkbox"/> no <input type="checkbox"/> yes:	_____
Caterer's address/phone/contact person:	_____ _____

Renter and Renter's caterer shall provide evidence of liability insurance coverage in the amounts of \$1,000,000 per person and \$3,000,000 each occurrence naming the Commonwealth of Pennsylvania and The Friends of Hope Lodge and Farmers Mill, its members, officers, directors and/or trustees, as additional insureds. This coverage must be furnished to The Friends of Hope Lodge and Farmers Mill two weeks prior to the event. If Renter fails to furnish such certificates as abovementioned, the Rental deposit will not be refunded, but will be retained by The Friends of Hope Lodge and Farmers Mill. In addition, if requested by The Friends, certificates of insurance evidencing appropriate insurance coverage by any florist, rental equipment agency, valet parking and entertainment providers hired by Renter, shall be furnished.

## REQUIREMENTS (please Initial at right to indicate your understanding of the requirement)

- A. It is understood that set-up, take-down, and clean-up time, including caterer, band, etc., must be included in the rental period and reflected in the number of hours shown at the top of this sheet. . . . \_\_\_\_\_
- B. If there is a rehearsal or set-up, it will occur (date & time) \_\_\_\_\_  
to be included in rental period. . . . \_\_\_\_\_
- C. NO LIQUOR or alcoholic drinks can be served on the premises. . . . \_\_\_\_\_
- D. There cannot be a band or disc jockey system. There can be a quartet or soft music played. . . . \_\_\_\_\_
- E. It is understood that there will be an extra charge of \$25.00 per hour to be charged at the beginning of each extra hour and to be taken from the security if the event runs over the reserved time. . . . \_\_\_\_\_
- F. If the rehearsal, set-up, clean-up, or any part of the scheduled event is after 5:00 P.M. (regular museum hours), there will be a fee for security personnel of \$25.00 per hour to be charged at the beginning of each hour. . . . \_\_\_\_\_
- G. Clean-up will be done: ☐ Immediately after ☐ on: \_\_\_\_\_ . . . \_\_\_\_\_
- H. It is understood that there will be an extra charge if the grounds rented is left in unclean condition. Hope Lodge decides on whether the grounds rented are suitably cleaned or not. (No confetti will be used. Birdseed can be used if tossed at bride and groom.) The additional clean-up if required after the event will be deducted from the security deposit. Costs for this over the amount of the security deposit will be assessed to the Renter. . . . \_\_\_\_\_
- I. Renter will use only the space agreed upon. . . . \_\_\_\_\_
- J. Renter shall be responsible for any damage to Hope Lodge property. . . . \_\_\_\_\_
- K. Renter shall be solely responsible for the safekeeping of any property, article of food, and for the necessary delivery and redelivery of same. . . . \_\_\_\_\_
- L. Renter will be responsible for proper conduct of invitees, employees and independent contractors hired by renter. . . . \_\_\_\_\_
- M. Renter will abide by site rules. . . . \_\_\_\_\_

RENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCEPTED BY \_\_\_\_\_ DATE: \_\_\_\_\_

(Friends of Hope Lodge and Farmers Mill president or site administrator of Hope Lodge):



HOPE LODGE  
Historic House Museum  
PA. HISTORICAL & MUSEUM COMM.

GROUNDS RENTAL

FORMAL GARDENS: \$300.00 for a three (3) hour period.

- \$100.00 Deposit to be paid four (4) weeks in advance of the date of the event.
- \$200.00 To be paid one week in advance of the event.
- \$ 25.00 To be paid for each additional hour in excess of three (3) hours.

BACK FIELD: \$500.00 for a four (4) hour period.

- \$300.00 Deposit to be paid four (4) weeks in advance of the date of the event.
- \$200.00 To be paid one week in advance of the event.
- \$ 25.00 To be paid for each additional hour in excess of four (4) hours.

- \*A maximum of 150 people can be accommodated in the Formal Gardens.
- \*A maximum of 400 people can be accommodated in the Back Field.
- \*Tents may be erected in the back field only. No tents are permitted in the Formal Gardens.
- \*An additional fee of \$25.00 per hour is charged for each hour an event runs after 5:00 pm to cover the cost of keeping a staff person on site in case of emergency, to provide security, and to close the site.

OTHER:

1. Hope Lodge provides a single unisex restroom.
2. Hope Lodge provides on-site security personnel during events.
3. Hope Lodge does not provide tables, chairs or tents.
4. Hope Lodge does not provide storage facilities. Transportation and storage of any tables, chairs, tents, or other special equipment are the sole responsibility of the party renting the grounds.
5. The historic house will be closed during all events which take place after 5:00 pm unless special arrangements are made.
6. Hope Lodge does not provide electricity for events.
7. If the event takes place during regular site operating hours, the general public is free to wander about the grounds as they choose and at their discretion.
8. NO ALCOHOLIC BEVERAGES MAY BE SERVED ON STATE PROPERTY.
9. The above rates are negotiable for smaller groups.
10. If event is held during open hours of museum, tours can be arranged for those wishing to go thru, at a reduced rate.

WEDDING PHOTO'S ONLY: \$35.00 for a one hour period, 9 AM to 5 PM.  
\$50.00 after 5:00 PM.





A Suburban Villa  
Built in 1859  
Restored to its  
Original Elegance



Philadelphia's First  
Victorian House Museum,  
Gardens and  
Study Center

### ***Catered Events Agreement Package***

Enclosed please find the Ebenezer Maxwell Mansion's:

- 1) Rental and Catering Guidelines
- 2) List of Suggested Caterers
- 3) List of Suggested Tent Rental Companies

Thank you for your interest in the Ebenezer Maxwell Mansion.

We look forward to working with you on a very successful event.

On The National Register of Historic Places  
Ebenezer Maxwell Mansion, Inc. 200 West Tulpehocken Street Philadelphia, Pennsylvania 19144 (215) 435-1861



A Suburban Villa  
Built in 1859  
Restored to its  
Original Elegance



Philadelphia's First  
Victorian House Museum  
Gardens and  
Study Center

## ***Catered Events Guidelines for Rental of the Mansion***

### **1. Mansion Use Requests**

Request for use of the Mansion for a catered event should be directed to:

Ebenezer Maxwell Mansion  
200 West Tulpehocken Street  
Philadelphia, PA 19144  
(215) 438-1861

The renter will be asked for the following information:

Individual or organization name, address, and telephone  
Name of contact person  
Date and time requested  
Number of guests  
A brief description of the event  
Food service, entertainment, decoration plans

After a review of the request, the Mansion's rental coordinator will approve the event plans as submitted if they are consistent with these guidelines and with the mission and priorities of the Ebenezer Maxwell Mansion. If the event appears inappropriate for the Mansion, it may be necessary for a meeting of the Executive Director with representatives of the requesting organization to be held before a request is accepted. Any event that the Mansion deems inappropriate for its facilities is prohibited. Reservations are tentative until the Mansion's rental coordinator receives a signed Letter of Agreement with the stipulated security deposit. Use is restricted to those dates, times, and areas specified in the Letter of Agreement.



## **2. Availability**

The Mansion's facilities are available between 10:00 A.M. and 12:00 midnight all days of the week. All events must end by 12:00 midnight; drink and food service must end at 11:45 P.M. and music must cease by 12:00 midnight. For events ending before 12:00 midnight, bar and food service must end fifteen minutes prior to the official end of the event, as contracted for.

## **3. Types of Rentals, Fees, and Capacities**

The Mansion offers three basic types of eight-hour rentals with varying fees and capacities. Number of guests is for inside the mansion only. If you wish to tent the gardens, the site can accommodate up to 250.

Inside Reception: Sit-down for up to 50 guests  
Standing for up to 80 guests

Fee: \$ 1000 - Corporate  
\$ 500 - Private & non-profit

Dinner Party: Sit-down using the antique table & chairs in the Dining Room for 12 or fewer guests.

Fee: \$ 850

The Mansion is available for corporate retreats, luncheons, showers, and other rentals for less than eight hours for an hourly fee.

Fee: \$ 95 / hour

Twenty percent of the appropriate use fee constitutes a charitable donation to the Mansion. Non-profit organizations and Mansion members at Sponsor level or above are not required to make this donation as part of their use fee.

## **4. Event Staffing**

A representative of the Ebenezer Maxwell Mansion will be on the premises at all times during the event. A supervisor from the catering firm must remain on the premises throughout the event, including during set up and breakdown.

## **5. Deposit, Payment of Balance, and Cancellation**

A deposit of \$100.00 for private and non-profit functions, \$500 for corporate functions, and a signed Letter of Agreement is required to reserve a date. The Letter of Agreement will stipulate when the balance is due. Checks must be



made payable to Ebenezer Maxwell Mansion, Inc. We are sorry, but deposit fees are non-refundable.

#### **6. Use of Mansion Rooms**

The Mansion is a Victorian house museum with appropriate period furnishings and decorations. The renter, its caterer, and guests may circulate throughout the public rooms of the Mansion. The antique Dining Room table and two sideboards, though not chairs, may be used for a dinner party of 12 or less. In all other cases special permission must be given for use of Mansion furnishings. Unauthorized handling, use, or abuse of period furnishings by the renter, its agents, or guests may result in the closing of the site; expulsion of the renter, its agents, and guests; and the forfeiture of remaining use fees by the renter.

#### **7. Flowers and Candles**

Floral arrangements may be placed only on caterer-provided furniture and the dining room table, if fully protected. Only votive candles may be used inside the Mansion.

#### **8. Advertisements, Press, News Releases, and Ticket Sales**

All advertisements, press/news releases, or any other written material made available to the public or media regarding the event must first be approved by the Executive Director. The use of the Mansion's logo is granted to the renter with the understanding that no changes be made to the logo art provided. No representation should be made or implied that the Mansion is a sponsor or a partner in the event. Ticket sales at the door are prohibited.

#### **9. Security**

All reasonable requests and/or orders from the Mansion representative at the event must be complied with at once by the renter, its agents, and guests. Failure to comply with a request made by the Mansion representatives may result in the closing of the site; expulsion of the renter, caterer, and guests; and the forfeiture of the security deposit.

#### **10. Smoking**

Smoking is prohibited throughout the interior of the Mansion. Possession or use of illegal drugs on Mansion property is strictly forbidden.





#### **11. Music**

Electronic instruments and amplifiers are prohibited inside the mansion. Electronic instruments and amplifiers may be used outside, as long as noise levels are inoffensive to surrounding neighbors. Dancing is not permitted inside the Mansion.

#### **12. Children**

Children under 12 must be accompanied by a parent or be under the care of a paid sitter.

#### **13. Photography**

The taking of photographs is permitted inside and outside the Mansion.

#### **14. Interpretive Tours**

Interpretive tours of the Mansion can be arranged for a fee. Please call the office at least two weeks in advance of the event to schedule such tours.

#### **15. Parking and Checking Services**

On-street parking is available on Tulpehocken and adjacent streets. Valet parking may be arranged for an additional fee. Please call the Mansion office for details. The Mansion is not responsible for damage or loss to the property of the renter, its caterer and other contractors, or guests.

#### **16. Alcoholic Beverages**

The Mansion does not permit the serving of alcoholic beverages to anyone under the age of 21 or to anyone who appears to be intoxicated. Proof of age is required as set by state law. Any time alcoholic beverages are served, food and non-alcoholic beverages must also be served. Alcoholic beverages may not be brought into the Mansion by any guests. Those alcoholic beverages will be confiscated and disposed of by the Mansion.

The Mansion retains the right to order the removal of or the denial of alcoholic beverages to any person(s) who present an immediate or potential threat to Mansion property or to other persons. Such decisions are made at the discretion of the Mansion representative present at the event.



#### **17. Renter Liability**

The renter is liable to the Mansion for any damage to or loss of Mansion property occurring at or in connection with the event.

The renter agrees to indemnify and hold harmless the Mansion and its executives and Board of Directors from and against any and all claims, losses, actions, damages, liabilities, and expenses (including court costs and reasonable attorney's fees) which it may suffer arising out of the renter's use of the Mansion's building and adjacent walkways, caused wholly or in part by any act or omission of the renter, its agents, licensees, concessionaires, employees, or invitees. In case the Mansion and its executives and Board of Directors will be made party to any litigation commenced by or against the renter, its agents, licensees, concessionaires, employees, or invitees, the renter will indemnify and hold Mansion harmless and will pay damages, costs, expenses, and reasonable attorney's fees incurred or paid by the Mansion in connection with such litigation.

The renter may be asked to supply the Mansion with a Certificate of Insurance showing worker compensation insurance and liability coverage in the amount of one million dollars and naming the Ebenezer Maxwell Mansion, Inc. as an additional insured.



### ***General Catering Guidelines***

All catering costs and arrangements are the responsibility of the renter. The Mansion reserves the right of final approval of the caterer and will provide a list of caterers who are familiar with and acceptable to the Mansion. This list is in no way a recommendation or a guarantee of the quality, price, or service of such caterers. Under some circumstances, a caterer will be subject to a separate contract between the Mansion and the caterer to specify the special restrictions and guidelines related to the Mansion.

#### **1. Insurance Requirements**

The caterer must supply the Mansion with a Certificate of Insurance showing worker compensation insurance and liability coverage in the amount of one million dollars and naming the Ebenezer Maxwell Mansion, Inc. as an additional insured. The caterer must also furnish proof of liquor liability. Proof of coverage must be received within two weeks of letter of agreement date or renter will forfeit deposit.

#### **2. Mandatory Walkthrough**

A walkthrough with a Museum representative, the renter or renter's representative, and caterer is required prior to each event. The caterer should be prepared to outline all plans and arrangements at this time.

#### **3. Catering Personnel**

The caterer is responsible for all actions of its staff. Caterers may not hire Mansion staff to work for them in any capacity. All reasonable requests and/or orders from Mansion representatives at the event must be complied with at once. Failure to comply with a request made by the Mansion representatives may result in the closing of the site; expulsion of the renter, caterer, and guests; and the forfeiture of use fees by the renter. The caterer may not engage in any activity or station any equipment, materials, or personnel in violation of fire regulations.

#### **4. Prohibited**

Propane tanks must be used outside of the Mansion.

#### **5. Deliveries**

Arrangements for all deliveries must be made in advance through the office. Mansion staff or representatives signing for such deliveries does not obligate



the Mansion to pay for the goods delivered or for the delivery charges. The Mansion will not take delivery of food or beverages.

**Deliveries are to be made to the Mansion office, using the south gate on the Tulpehocken Street side of the Mansion property and proceeding along the south side of the property.**

#### **6. Equipment and Materials**

The Mansion is not responsible for equipment or material brought in by outside organizations. The Mansion is not responsible for the loss or theft of property belonging to the renter and its guests, or the caterer and its employees.

All equipment and materials must be removed from the Mansion immediately following an event. If overnight storage is required, an enclosed porch is available upon request; unless prior permission is specifically granted, materials and equipment must be removed from this porch between 9:00 AM and 12:00 noon on the day following the event. Any equipment left on Mansion property for more than 24 hours after the event is subject to storage charges of \$25.00/day. Any equipment left for more than 30 days will become the property of the Mansion. The Mansion is not responsible for storage of flowers, food, or beverages before or after the event; any such products left after the event will be discarded.

#### **7. Set Up and Breakdown**

The set up and breakdown are the sole responsibility of the renter and its agents. Neither the Mansion nor its staff or representatives have any responsibility to assist in these functions. Setting up and dismantling tables, chairs, decorations, and other event-related paraphernalia must not disrupt the public's use of the Mansion or the staff's work.

The renter and caterer must exercise caution when bringing supplies and materials into the Museum. Specifically, no tables, boxes, or other objects are to be placed on or against the walls or period furnishings. Only Mansion staff or representatives may handle works of art, collection items, and exhibit furnishings. No materials, objects, or equipment belonging to the Mansion may be used except with specific approval in advance. Any such object or equipment which is used by permission must be returned to its original place in original condition after the event.

#### **8. Clean Up**

Clean up is the responsibility of the caterer. Caterers must remove all trash, debris, empty containers, and unused ice from the premises in solid plastic or





metal garbage cans to be provided by the caterer; solid cans must be used by the caterer for clean up to prevent leakage on the floor and walkways. Caterers may not drag trash around in loose bags. Liners for the cans must also be supplied by the caterer.

Caterers may not dispose of grease or other non-beverage liquids in drains, sinks, toilets, or any other plumbing fixtures. Arrangements must be made to dispose of grease in a proper and legal manner. Preparation and serving areas must be left clean. The floor of the preparation and serving areas must be swept and mopped before the caterer leaves. The caterer is responsible for supplying all cleaning materials and equipment including mops, brooms, buckets, rags, sponges, paper towels, etc.

#### **9. Insufficient Clean Up**

A final walkthrough with a Mansion representative and the catering staff must be made to check the breakdown and clean up. If the caterer does not perform this task or performs it in a substandard manner, the Mansion will bill the caterer \$35.00 per man-hour for labor.

#### **10. Damage**

The cost of repairing or replacing any damaged or lost Mansion equipment or other property when such damage or loss is attributed to the caterer will be billed to the caterer.

#### **11. Electrical Service**

No one may abuse or tamper with the electrical system at the Mansion; this includes the resetting of breakers. Museum representatives will handle any electrical service requests or problems during the event.

#### **12. Violations**

Any violation of these rules pertaining to the catering firm may result in removal from the approved list.

\*\*\*\*\*

The renter and its agents are responsible for leaving the Mansion facilities as found.



The Ebenezer Maxwell Mansion will make every effort to cooperate with the renter's needs but reserves the right to disapprove of any caterer, musical group, or any other service with which the renter has contracted. Such disapproval does not void the Letter of Agreement or the obligations of the renter to pay for use of the facilities.

If there are any questions on these guidelines, please call the office at (215) 438-1861 for clarification.



## **List of Suggested Caterers for use at The Ebenezer Maxwell Mansion**

**Please Note:** Inclusion on this list in no way constitutes a recommendation or endorsement of any caterer, nor is it in any way a guarantee of the quality, price, or service of the caterer. This is a list of suggested caterers only. You may use any catering company you wish as long as it carries the appropriate insurance.

**Callahan Catering**  
1&2 - B Fairfax Building  
Folcroft, PA 19032-2119  
Phone: (610) 583-7500  
Fax: (610) 583-7575  
Contact: Peter Callahan

**Culinary Design**  
2747 Limekiln Pike  
Glenside, PA 19038  
Phone: (215) 885-4581  
Contact: Glenn Pitt  
Melissa Johnson

**Feast Your Eyes**  
910 N. Second Street  
Philadelphia, PA 19123  
Phone: (215) 923-9449  
Contact: Lynn Buono

**Food Fantasies**  
110 E. Hector Street  
Conshohocken, PA 19428  
Phone: (610) 832-1118  
Contact: Jennifer Biscoe  
Gail Mahoney

**Frog Commissary**  
435 Fairmount Avenue  
Philadelphia, PA 19123  
Phone: (215) 923-6500  
Contact: Stephen Poses

**A Moveable Feast**  
4443 Spruce Street  
Philadelphia, PA 19104  
Phone: (215) 387-0676 or 0677  
Contact: Natalie Wells

**Shackamaxon Commissary**  
510 N. 10th Street  
Philadelphia, PA 19123  
Phone: (215) 763-5201  
Contact: Eric Starck

**The Company You Keep**  
910 Henrietta Avenue  
Huntington Valley, PA 19006  
Phone: (215) 379-2287  
Contact: Robert Moss  
Carol Haggerty

**Day by Day**  
2101 Sansom Street  
Philadelphia, PA 19103  
Phone: (215) 564-5540  
Contact: Robin Barg

**Feastivities**  
1016 Lancaster Avenue  
Berwyn, PA 19312  
Phone: (215) 889-0750  
Contact: Meryl Snow

**Fresh on 47th**  
352 South 47th Street  
Philadelphia, PA 19143  
Phone: (215) 748-2230  
Contact: Barbara Scott

**Jimmy Duffey & Sons**  
1456 Lancaster Avenue  
Daylesford, PA 19333  
Phone: (215) 647-0160  
Contact: Paul Duffey  
Brian Duffey

**continued**



**The Picnic People**

583 East Senter  
Philadelphia, PA 19120  
Phone: (215) 725-9015  
Contact: Maureen McCloskey

**Peachtree and Ward**

363 York Road  
Willow Grove, PA 19090  
Phone: (215) 657-3111  
Contact: John Weinrott

**Tastefully Yours**

P.O. Box 28332  
Philadelphia, PA 19149-0332  
Phone: (215) 725-2176  
Contact: Faye Miller/Patricia Riro  
Stephen Dyke





## **List of Suggested Tent & Outdoor Lighting Companies for use at Ebenezer Maxwell Mansion**

### **Continental Rental Company**

4012 Ridge Avenue  
Philadelphia, PA 19129-1580  
Phone: (215) 849-2400  
Fax: (610) 265-5552  
Contact: Andy

### **Main Line Party Rentals**

298 Hansen Access Road  
King of Prussia, PA 19046  
Phone: (610) 265-5200

### **The Party Place**

Black House Pike  
Sicklerville, NJ 08081  
Phone: (609) 728-6644  
(800) 545-6645  
Fax: (215) 278-9996

### **Van Tents Company**

500 Washington Street  
Norristown, PA 19401  
Phone: (800) 376-6800  
Contact: Brian

### **Taylor Rental**

800 Pothouse Road  
Phoenixville, PA 19460  
Phone: (800) 935-TENT  
Fax: (215) 935-3177  
Contact: Chris

## **Special Events Lighting Companies**

### **Explosion Lighting Co., Inc.**

1400 Mill Creek Road  
Gladwyne, PA 19035  
Phone: 800-635-0438  
610-642-4150

**Please note:** Inclusion on this list constitutes no particular endorsement or recommendation of any of these companies, or of the services they provide.



**THE PHILADELPHIA SOCIETY  
FOR THE PRESERVATION OF LANDMARKS**

**Guidelines for Catered Events**

Because the Powel House and Physick House are historic museums, we have developed guidelines to ensure the safety of the houses and their contents while we provide our guests with the finest possible experience. We appreciate your cooperation in seeing that the guidelines are followed.

**HOUSE RULES**

The House may be used for cocktail receptions and for seated luncheons and dinners. Owing to fire and insurance regulations the maximum number of guests is fifty for a dinner or luncheon and seventy-five for a reception. We are unable to make exceptions to these limits.

The House allows four hours of guest time. If the host/hostess feels that the standard time will not be enough, arrangements and special payment may be made in advance for additional time, subject to the availability of staff. Additional time will be charged at \$250 per hour or portion thereof.

The House will be open 2 1/2 hours prior to the time of the event for the caterers and delivery. The host/hostess is expected no earlier than 1/2 hour before the event.

Deliveries should be scheduled with the House Site Manager in advance.

Smoking or dancing cannot be permitted in the House.

Buffets are not permitted in the Physick House.

Since all furniture in the House is antique, and the House itself is a museum, guests are expected to use only caterer-supplied furniture. All furniture required for the event is to be provided by the caterer.

A knowledgeable guide can be available to present a short talk on the House and collections. Prior arrangements are suggested.

Guests may circulate in the public rooms of the House. Private areas will be marked or roped off.



## **HOST/HOSTESS RESPONSIBILITIES**

If the host/hostess finds it necessary to meet at the House with the caterer/florist/clergy/etc., it is requested that these individuals all meet at a mutually agreeable time. Such meetings must be prearranged with the Site Manager, and should be limited to one hour.

The host/hostess is responsible for clearing with the Site Manager which rooms and/or the garden will be used. Should the time, type of event, or other changes be made after submission of the contract, the host/hostess must notify the House at least ten days prior to the event. It is suggested that the host/hostess call the House prior to the event, in any case, to review the plans for the occasion.

The host/hostess is responsible for the conduct of guests.

The host/hostess is responsible for coordinating guests' arrival and departure times in accordance with the contract, and seeing to it that the party concludes and the House is clear at the agreed time.

The host/hostess should instruct the caterer to provide for the reception of guests at the front door since the door must be kept locked for security reasons. Catering staff should also be available to take coats, etc., during inclement weather.

## **CANDLES**

Only votive candles may be used, and only on caterer-supplied furniture.

## **CHILDREN**

The participation of children is discouraged owing to the nature of the House. Only children in the immediate family may attend, and those under 12 must be under the care of a paid sitter. The Site Manager must be informed in advance if children will be present.



## **FLOWERS/DECORATIONS**

Florists are expected to deliver arrangements ready for use. Floral arrangements may be placed on caterer-provided furniture, and on the dining room table, if fully protected.

No other decorations are permitted.

## **GARDEN**

The garden may be used subject to the Site Manager's approval, which will be based on the weather and condition of the garden at the time of the event.

Tents are not permitted.

## **MUSIC**

Musicians may be engaged to play music appropriate to the House. Acoustic (i.e. non-electronic) music without amplification is permitted. It is suggested that musicians provide their own lighting.

## **PARKING**

Parking is available at the New Market (2nd & Lombard), Abbots Square (3rd & South), Washington Square, Independence Place (5th and/or 6th at Spruce), and on 2nd Street between Chestnut and Walnut Streets. Valet parking may be arranged through an outside service.

## **PHOTOGRAPHY**

One "official" photographer is permitted. Guests may take photographs outside the House and in the garden.





## **WEDDINGS**

Bride, groom and other members of the wedding party must arrive dressed for the ceremony.

Rehearsal and/or photography time must be scheduled in advance and is charged at a rate of \$250.00 per hour or portion thereof.

The dining room table, if properly protected, may be used to display the wedding cake and for the ceremonial first cut. The cake is then removed by the caterers to the catering kitchen for service.

A table to display gifts should be provided by the caterer.

The throwing of rice, confetti or bird seed at the departing bride and groom, or in any other instance, is not permitted.



**PHILADELPHIA SOCIETY FOR THE PRESERVATION OF LANDMARKS**  
**Lease for Catered Events - Wedding**

**POWEL HOUSE**

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, between  
PHILADELPHIA SOCIETY FOR THE PRESERVATION OF LANDMARKS, having its office  
located at 321 South Fourth Street, Philadelphia, Pennsylvania, (hereinafter called "Lessor"), and  
(name) \_\_\_\_\_,  
(organization) \_\_\_\_\_, of  
(address) \_\_\_\_\_,  
(phone) \_\_\_\_\_, (hereinafter called "Lessee").

**WITNESSETH** that Lessor hereby leases to Lessee the public spaces at the **POWEL HOUSE** located at 244 South Third Street, Philadelphia, Pennsylvania, for the period of time extending from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_, 19\_\_\_\_, for rental of \$1250.00, payable in advance; \$250.00, non-refundable deposit, to be paid upon execution hereof and \$1000.00 not fewer than fourteen days prior to the date of the proposed use of the premises, all in accordance with the following terms and conditions:

1. As used herein, the term "public spaces" includes Entry Hall, Reception Room, and Dining Room, together with the use of the catering kitchen. The gardens are available only at the discretion of the Site Manager.
2. The premises shall be used solely for the purpose of \_\_\_\_\_, employing only a Landmarks approved caterer and in no event shall the total number of persons to be seated at the table exceed fifty (50) nor shall the number of persons to be present for any purpose under this agreement exceed seventy-five (75). The number of people expected at this event is \_\_\_\_\_.
3. Special Provisions: The Landmarks-listed caterer engaged for this function by the Lessee is \_\_\_\_\_. The "Guidelines for Catered Events" are attached and are considered part of the Lease. Lessee shall be responsible to Lessor for the performance of all procedures enumerated therein.
4. Lessee shall comply with the requirements of Lessor's fire insurance carrier and with all other ordinances, statutes and regulations of all local, state and federal authorities and agencies in Lessee's use of the premises, and Lessee hereby indemnifies Lessor and agrees to save Lessor harmless from all penalties, fines, costs, damages and expenses resulting from failure to do so.
5. Lessee hereby relieves Lessor from all responsibility for damage to or loss or theft of any property which Lessee shall bring on the premises. Lessee agrees to be responsible for and hereby indemnifies Lessor and agrees to save Lessor harmless from any expense, loss, liability or claim resulting from injuries or damage to any person or property occurring on the premises.





A NATIONAL  
HISTORIC LANDMARK  
AND ACTIVE  
RURAL CEMETERY  
INCORPORATED 1840

4000 WOODLAND AVENUE □ PHILADELPHIA, PA 19104-4560

### Contract for the Rental of The Woodlands

The Woodlands, the Lessor, located at 4000 Woodland Avenue, Philadelphia, PA 19104, hereby leases the following spaces:

- ☐ The Saloon                      ☐ The Great Drawing Room                      ☐ The Dining Room  
☐ The Southeast Parlour                      ☐ The Southwest Parlour                      ☐ The Upstairs Chambers  
☐ All of the Public Spaces in the Mansion                      to:

\_\_\_\_\_, the Lessee

for the period of time extending from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_.

for the rental fee of \$\_\_\_\_\_, payable in advance: one-third or \$\_\_\_\_\_ to be paid on deposit

with the execution of this lease and the remainder, \$\_\_\_\_\_, on or before \_\_\_\_\_.

Checks should be made to "The Woodlands" and forwarded to the address above.

The Lessee shall comply with the following terms and conditions:

1. The premises shall be used solely for the purpose of \_\_\_\_\_.

2. Only Contributing Friends of The Woodlands may lease the premises. Household dues are \$40 year which include \$20 yearly dues to the University City Historical Society which will bring regular newsletters, special notices and reports about The Woodlands. The remaining funds go to the continued restoration of The Woodlands. Dues should be paid by separate check made to "The University City Historical Society. These dues are fully tax deductible to the extent allowable by law.

3. Lessee shall be responsible to Lessor for any damages or destruction to the premises or furnishings located on the premises caused by Lessee or Lessee's employees, contractors, agents, guests or invitees. Lessee shall reimburse Lessor the cost of repairs and replacement caused by such damage or destruction. Lessor shall be the sole judge of whether there has been any damage or destruction to the premises or furnishings during the period of time of this lease.

(over)

TELEPHONES □ (215) 386-2181 □ FAX (215) 386-2431 □ FOR CEMETERY SALES (215) 386-2454 □ FAX (215) 386-2184

The Woodlands Cemetery Company is a non-profit corporation which is tax-exempt under Section 501(c)(13) of the Internal Revenue Code. Revenues are devoted to the continued preservation of The Woodlands. A copy of the official registration and financial information may be obtained from The Pennsylvania Department of State, Harrisburg, or by telephone within Pennsylvania 1-800-732-0999. Registration does not imply endorsement.



4. Lessee shall relieve Lessor from all responsibility for damage to or loss or theft of any property which Lessee shall bring on the premises. Lessee agrees to be responsible for and agrees to save Lessor harmless from any expense, loss or liability claim resulting from injuries or damage to property or persons occurring on the premises or the stairways and corridors leading to the premises.

5. Lessee shall comply with the requirements in the attached "Rental Rules and Conditions."

6. Should the Lessee cancel this lease with seven (7) days following its execution, the Lessor will return the deposit in full; after that date, if the lease is cancelled by either party, the Lessor will retain the deposit.

7. Should the Lessee fail to make the payments of rent within the times provided, the Lessor shall have the right to cancel this lease and retain the deposit.

8. Should any of the above conditions be voided, all other conditions will remain in force and effect; the Lessee shall remain legally bound to the other conditions in this agreement.

9. The Lessee shall not assign or transfer this lease or sublet the premises or any part thereof or permit the same to be occupied by anyone other than the Lessee, its agents, guests, employees, contractors, and invitees for the purposes set forth herein.

Intending to be legally bound, we confirm our agreement with the above terms set forth above in this contract.

Date \_\_\_\_\_ Lessor \_\_\_\_\_

Date \_\_\_\_\_ Lessee \_\_\_\_\_

(Please sign and return one copy of both forms with your deposit and dues, if required, to The Woodlands.)





**Rental Rules and Conditions for  
The Woodlands  
4000 Woodland Avenue, Philadelphia, PA 19104  
(215) 386-2181, FAX (215) 386-2431**

While those connected with The Woodlands want you to enjoy your stay and fully experience the environment William Hamilton and his successors created, please remember that the mansion with its grounds is both a National Historic Landmark and a private home and the needs of both uses must be fully respected. In light of this, we ask you to adhere to the following rules and conditions.

Rental availability: Day or evening, any day of the week.

Rental is by room as shown or by a charge of \$6 per person, whichever is greater. This includes the use of the circular entry hall and the elegant north & south porticos.

Space	Capacity: Sit-down Dinner	Reception	Price (four hours)
Saloon	70	80	\$250
Oval Rooms	50	60	\$130 each
Squares	35	40	\$90 each
Second floor chambers	40	50	\$90 both

The river portico (capacity 50), weather permitting, and the entrance rotunda are included in the above. The fee for all public areas in the mansion is \$690, or \$6 per person, whichever is greater.

Rental time: maximum of 4 hour periods plus one hour for catering set-up and one hour for clean-up; total, 6 hours. All visitors must vacate the building and the property by 12 midnight. There is an additional charge of \$200 for each 1/2 hour beyond this time.

Only Contributing Friends of The Woodlands may lease the premises. Household dues are \$40/year which include \$20 yearly dues to the University City Historical Society which will bring regular newsletters, special notices and reports about The Woodlands. The remaining funds go to the continued restoration of The Woodlands. **Dues should be paid by separate check made to "The University City Historical Society."** These dues are fully tax deductible to the extent allowable by law

Ample parking is available along any of the roadways of The Woodlands, but not on the grass. All roadways must be left open to through traffic. Valet parking of guests is permitted.

Musicians must stop playing 15 minutes prior to the end of the event. The Woodlands does not supply extension cords or bandstands for musicians' use.

Only caterers on the approved list are permitted to accept catering for any event.

The Rental Coordinator must be notified 72 hours in advance of caterer's arrival time, as well as arrival times of florist, rental services and others.

No beer kegs are allowed inside the building  
(over)



No fires are permitted in the fire places. Smoking is permitted only out-of-doors. No ashtrays are to be placed on the premises.

No moving of furniture or lighting of candles unless approved by the Rental Coordinator.

Any period furnishings left in the rooms can not be sat upon, jostled or used to support food or drinks.

The premises must be left in a clean and orderly condition. Caterer is responsible for picking up glasses, debris, etc. in the building and on the grounds. All interior spaces used must be swept clean, any spillage mopped up and all trash and garbage removed from the premises or deposited in the dumpster provided. Caterer may return the next day to finish clean up if this can not be completed by 12 midnight.

Caterer is responsible for leaving all rental equipment in a place designated by The Woodlands for rental service pick-up.

Caterer must provide a current Certificate of Insurance **two weeks in advance** of the event. Caterer must provide the following coverage:

- \* public liability, bodily injury and property damage including products liability and host liquor liability of liquor law liability with limits of \$1,000,000 each occurrence or bodily injury and property damage combined.
- \* auto liability with \$1,000,000 bodily injury and property damage each or combined.
- \* workmen's compensation with \$100,000 employer liability.
- \* if alcohol or spirited beverages are served, a Liquor Liability Policy is required.
- \* the Certificate shall name The Woodlands as additional insured with respect to operations at their premises. The Certificate will be kept on file for caterer's future use.

Areas not opened to the Lessee by the Lessor must not, under any circumstances, be entered.

The Lessee shall not use the name of The Woodlands without consent in any form except to identify the location of the premises.

The Woodlands reserves the right at all times to decide whether to approve each proposed use of the facilities.

Date: \_\_\_\_\_ Agreed to by Lessee \_\_\_\_\_



# THE WOODLANDS MANSION

*Known by such accolades as "the Villa Borghese of Philadelphia" and by Jefferson, as "the only rival...to what may be seen in England,"...*

the Woodlands is a superb mansion, c. 1788, reflecting the design principles of the 18th century English architect, Robert Adam. It was the residence of William Hamilton, first developer of West Philadelphia and grandson of Andrew Hamilton, the "Philadelphia lawyer" and father of our freedoms of speech and of the press.

The mansion's unique first floor plan, designed for entertaining, was the setting for Philadelphia's most elegant social events. The internationally renowned gardens and plant collection, the nation's largest, reflected William Hamilton's interests and accomplishments in botany, architecture, interior design and the fine arts.

**For RENTAL or to view the facilities CALL (215) 386-2181**

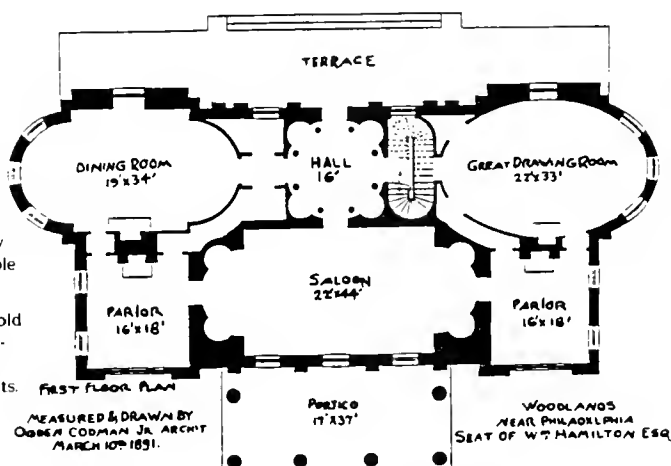
Available for day or evening events.

The Woodlands reserves the right to approve each proposed use of the facilities.

Only approved caterers are permitted to cater events.

**Rental is by room as shown or by a charge of \$6/person, whichever is greater.** This includes the use of the circular entry hall and the elegant north & south porticos. Tents may also be set up on the grounds. Ample free parking is available along the driveways of the fenced grounds.

Renters must be Friends of the Woodlands. The \$40 household contribution is tax deductible and includes a year long membership in the University City Historical Society. Members receive a regular newsletter and invitations to ongoing events.



## FOR RENTAL OF THE WOODLANDS

Space	Sit-down Dinner	Reception	Price (four hours)
	No. persons		
Saloon	70	80	\$250
Oval Rooms (2)	50	60	\$130 each
Squares (2)	35	40	\$ 90 each
Total, use of combined facilities — \$690.			

Total — sit-down dinner capacity — 240 persons

Total — reception capacity — 250 persons

Rental is by room or a charge of \$6/person, whichever is greater.

The river portico (capacity 50), weather permitting, and the entrance rotunda are included in the above.



Appendix D  
Sample Accessions Work Sheet  
from  
Museum Registration Methods





## ARIZONA HISTORICAL SOCIETY

## WORK SHEET

DATE: 2/23/76ACCESSION NO.: 76.12CATALOG NO.: 76.12.2 ABNATURE OF ACCESSION: GiftNAME & ADDRESS OF SOURCE: Mabel F. Sourbee, 1353 E. Elm, Jerome, Ar. 86301.DATE COLLECTED BY DONOR, ETC.: Spurs given to the donor by Tim Nolan on her birthday.3/28/16. She lived in Oatman Flats on the John A. Sourbee homestead which was taken over by her father, Thomas W. Sourbee, in 1910. Cattle & hay.DESCRIPTION: Pair of women's spurs. Iron w/ silver overlay. 5 point star roset.Silver sections are on the stud faces, on both sides and shank at neck and at roset box. Silver is engraved w/ simple leaf motifs, the outside edge being bordered w/ a simple reciprocation fret pattern. Spurs A & B.CONDITION: Good. Spur A has 4 of silver on one stud missing. Spur B has 1 large piece of overlay partially detached. Both show considerable wear.

REFERENCE:

DIMENSIONS: L-13.7, 5 3/8"; W-10, 3 15/16"REPAIR, FUMIGATION, ETC.: 3/76.ACCOMPANYING MATERIALS & INFORMATION: See pic. of donor & horse "Bird" in AHS Lib. Collec.

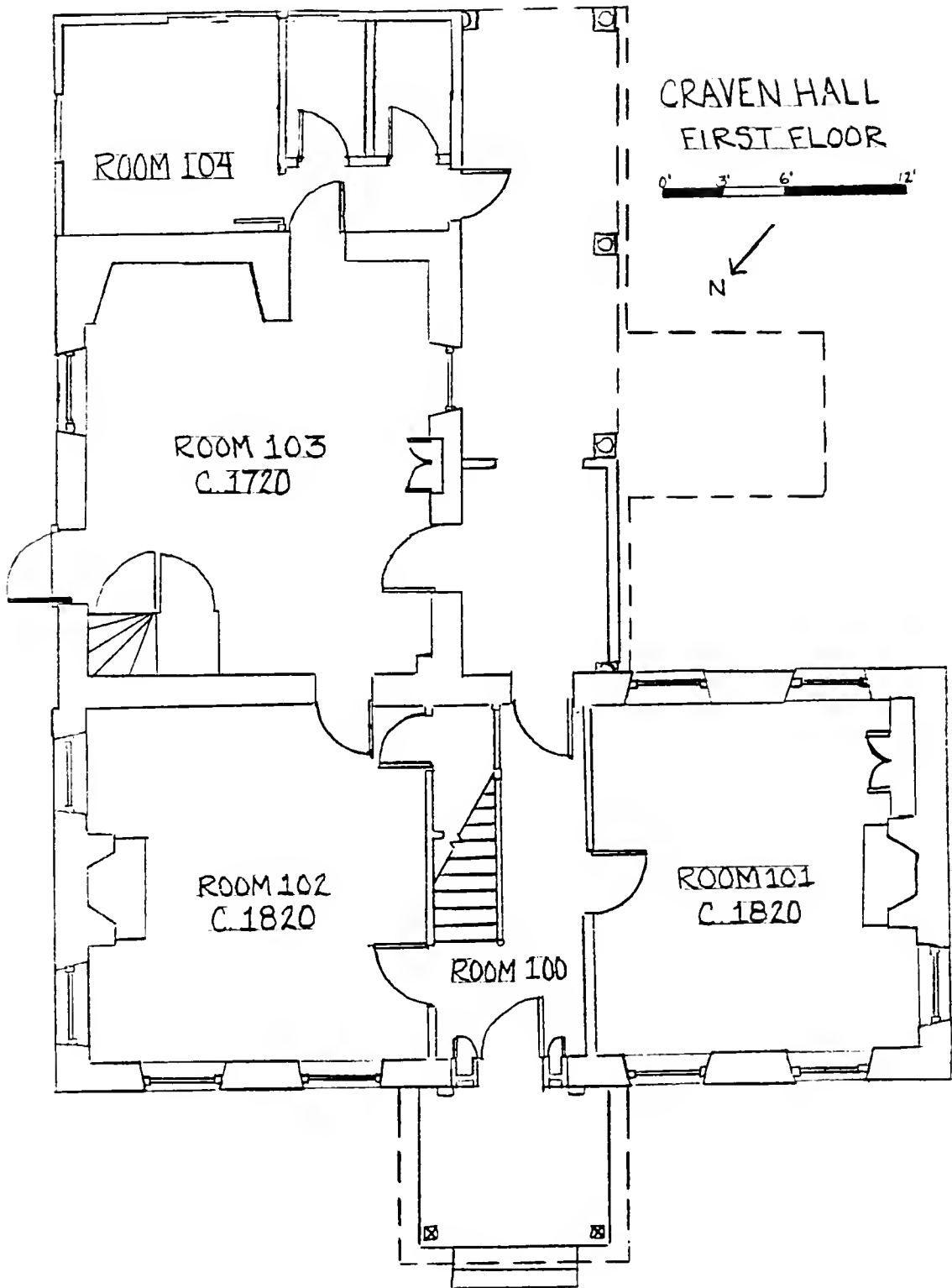
ESTIMATED VALUE, APPRAISER:

OBJECT CARD: ☒ DONOR CARD: ☒ FIGURE/PLACE CARD: ☒ MARKED: ☒PHOTO: 4/76 NEGATIVE: 4/76 GIFT ACK.: ☒ PROV. RECEIPT: ☒REGISTRAR: MSA

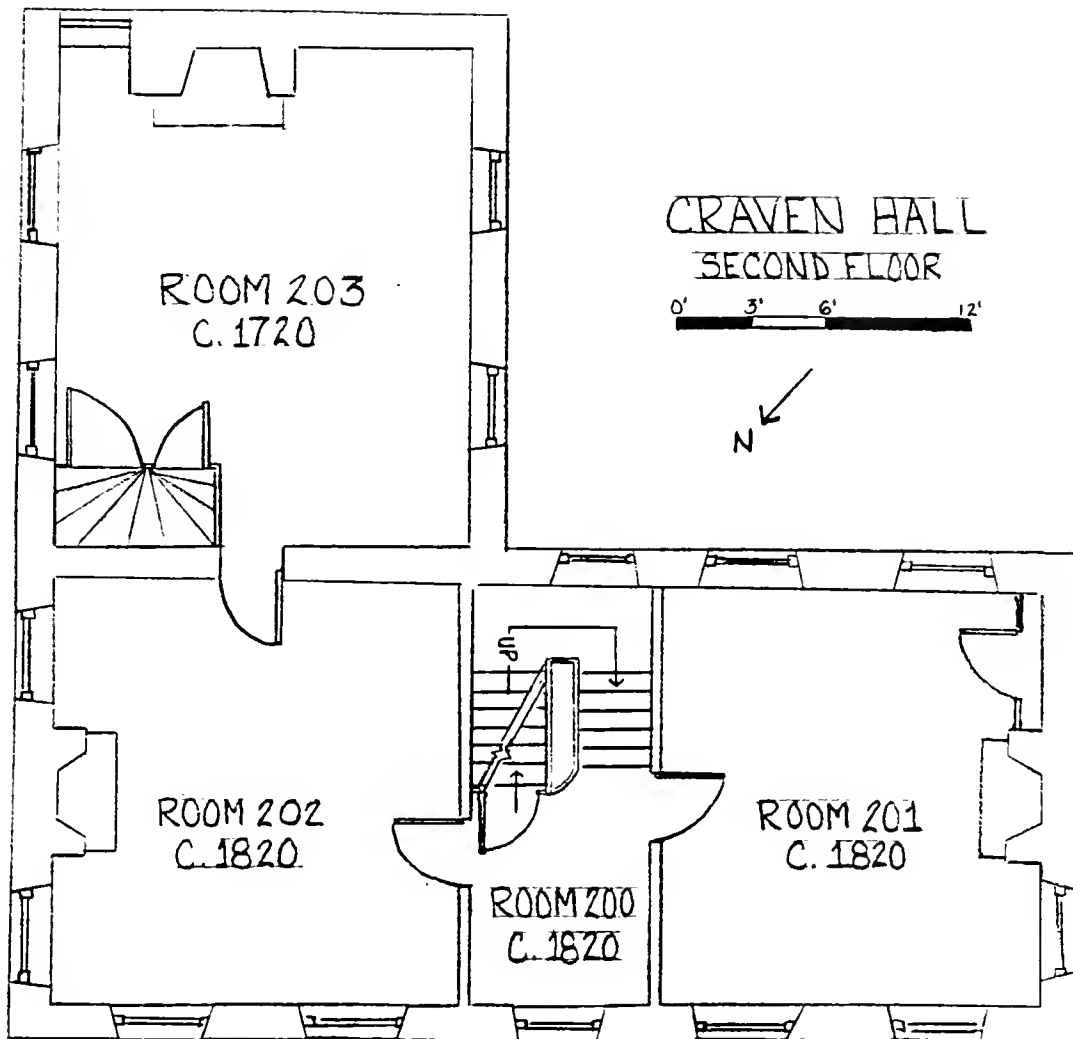


Appendix E  
Floor Plans



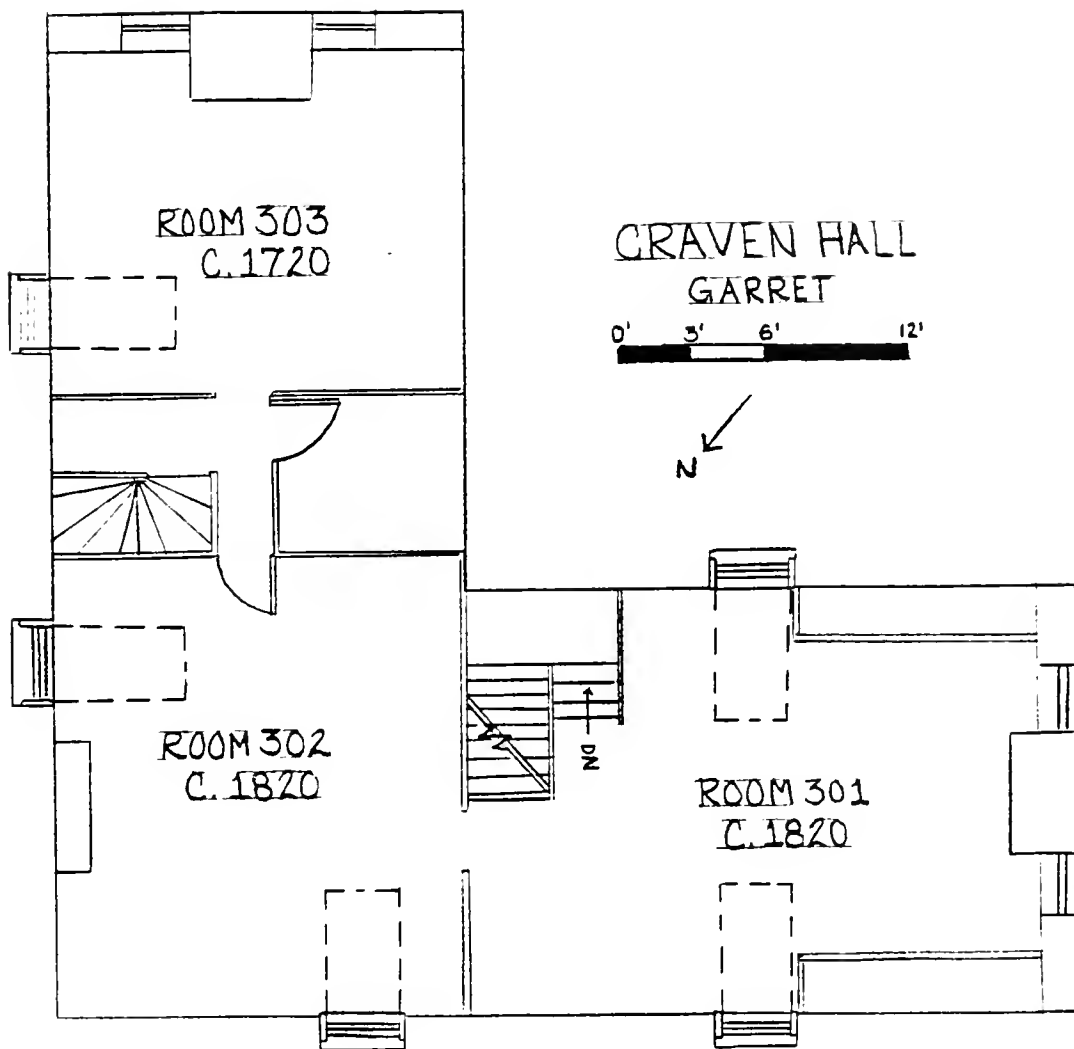














Appendix F  
Paint Samples

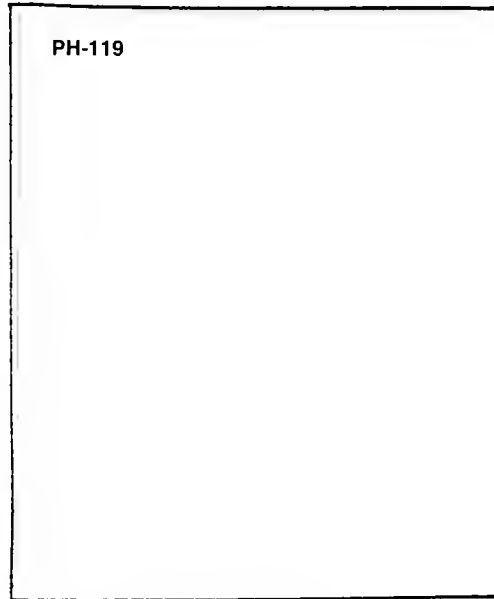


The Benjamin Moore Paint samples have been matched up with the Munsell Color System numbers that were indicated in John Dickey's Historic Structure Report.

Room 100

Plaster Ceiling Rondelle; Munsell #7.5GY8.5/2

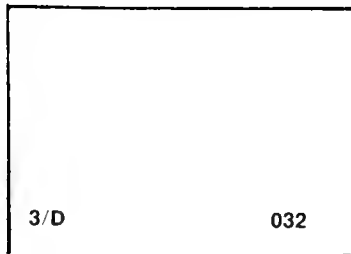
Benjamin Moore Paint Color: 2/B, #HC-119



Room 102

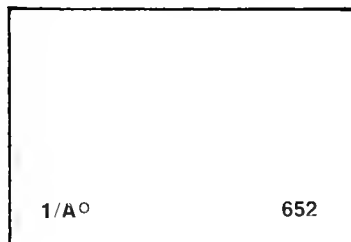
Wall, bottom layer; Munsell #10R7.5/6

Benjamin Moore Paint Color: 3/D, #032



Wall, southwest corner; Munsell #5BG9/2

Benjamin Moore Paint Color: 1/A, #652





Room 102

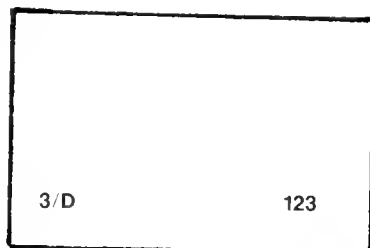
Plaster Ceiling Rondelle; Munsell #2.5G7.5/4

Benjamin Moore Paint Color: 3/C, #HC-129



Wall, second layer; Munsell #7.5YR8.5/6

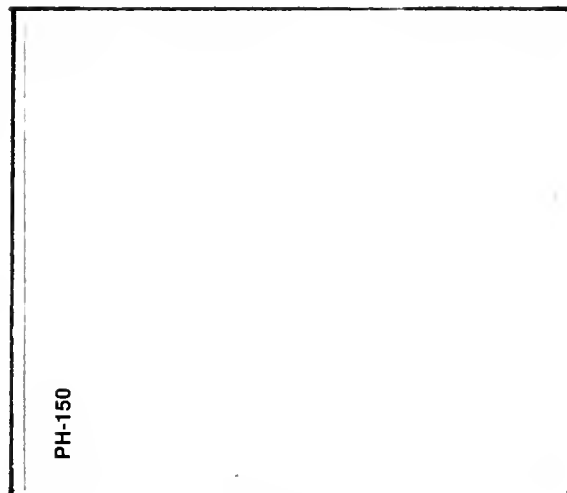
Benjamin Moore Paint Color: 3/D, #123



Room 103

East, South, and West Walls; Munsell #5B8/2

Benjamin Moore Paint Color: 1/B, #HC-150







Room 103

Baseboard Level, East Wall; Munsell #10R4/6  
Benjamin Moore Paint Color: 5/E, #HC-50



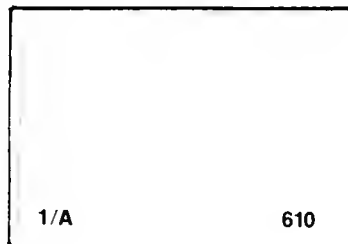
Room 201

Wall, second layer; Munsell #2.5B5.5/4  
Benjamin Moore Paint Color: 4/D, #726



Room 202

Wall, second layer; Munsell #7.5G9/2  
Benjamin Moore Paint Color: 1/A, #610

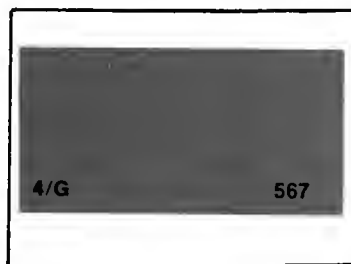




Room 203

Wall, second layer; Munsell #2.5G4/4

Benjamin Moore Paint Color: 4/G, #567





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